



## CALL TO ASSEMBLY

*Please rise.*

- **Pledge of Allegiance (US)**

*I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

- **Pledge of Allegiance (Texas)**

*Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

- **Community Action Promise**

*Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*

- **Our Mission**

*CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*

- **Our Community Services Vision**

*To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy*

- **Our Head Start Vision**

*To provide a system of education and encouragement which results in school-readiness for young children and their families*

- **Invocation**

# Board Meeting

Wednesday, February 28, 2024 @ 12:00 Noon

Linden Administrative Office

304 East Houston Street Linden, Texas 75563

*Cecelia Huff, Board Chairperson*

*Michelle Morehead, CCAP, NCRT, NCRI, Executive Director*

*If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 201*

## 1. Call Meeting to Order

## 2. Establishment of a Quorum

## 3. Approval of Agenda 2/28/24 \*

## 4. Approval of Minutes 1/23/24\*

## 5. Chairman's Comments and Recognitions

## 6. Training

Video – “How Do You Get the Right People on Board” #7 presented by Michelle Morehead  
Hughes Springs Head Start/Early Head Start Presentation by Carlin Johnson

## 7. Committee Reports and Information

- A. Planning & Evaluation – No current report required at this time
- B. Personnel – No current report required at this time
- C. Finance – No current report required at this time
- D. Executive – This Committee meets only when necessary
- E. Nominating – No current report required at this time
- F. By Laws- No current report required at this time

The Chair may make changes to committee rosters and/or develop new committees.

**\*\*Committees, other than Executive Committee, get named by the Board Chairperson**

## 8. Action Items

**A. Discuss/Approve Audit – 12:30pm** - Neil Phillips presents audit via Zoom\*  
(OS 8.3, OS 8.4)

**B. Seat new board member(s), if any\***

**C. Approve Consent Agenda\***

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Shirley Allen
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Service & HS Transportation Reports..... (OS 5.9) .....Bernie Yancey
- 5) Detailed Monitoring Summary of Results Grantee #06CH011282/05
- 6) Winter 2024 Circle Assessment Data
- 7) Winter 2024 CLASS Data

**D. Discuss/Approve Disability Waiver Grant #06CH011282/05\***

- E. Discuss/Approve** Board Resolution: CSNT Bank Account for in house credit line\*
- F. Discuss/Approve** Board Resolution: Bank Account Closures of Old Accounts\*
- G. Discuss/Approve** Small Business Administration Loan Payoff\*
- H. Discuss/Approve** Personnel Policies and Procedures\*
  - 1. Confidentiality/Non-Disclosure #112
  - 2. Recruitment #183
  - 3. Professional Development #184
  - 4. Employee Assistance Program #324
  - 5. Parental Leave for School Visits #328
  - 6. Administrative Leave #384

## **9. Staff Reports**

- A. Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) ..... Shelley Mitchell

## **10. Executive Director’s Report**

### **11. Discussion Items**

None

### **12. Audience Comments**

### **13. Executive Session**

The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and Section 551.074(1)(2) of the government codes

- A. Consultation between the board and its attorney in those instances in which the board seeks the Attorney’s advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality
- B. Discussion with respect to the purchase, exchange, lease, or value of real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
- C. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
- D. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law

### **14. Required Action from Executive Session**

### **15. Adjourn Board Meeting**

\* Requires Board Vote

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Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
January 23, 2024  
Linden Administrative Conference Room

**Board Members Present**

John Baxter, Treasurer  
*Representing Texana Bank, Private Sector*

Keri Winters, Secretary  
*Representing Linden-Kildare CISD, Private Sector*

Cecelia Huff, Board Chair  
*Representing Bowie County, Poverty Sector*

Judge Doug Reeder, Vice-Chair  
*Morris County Judge, Public Sector*

Martavius Jones - ZOOM  
*Representing Camp County, Poverty Sector*

Harmony Roberson - ZOOM  
*Representing Cass County, Poverty Sector*

**Board Members Absent**

Dr. Arcolia Jenkins  
*Representing Creating Opportunities in Marion County, Private Sector*

Megan Kirkland  
*Representing LEDC, Private Sector*

Ross Hyde  
*Representing State Representative, Gary VanDeaver, Public Sector*

Sandra Wright  
*Representing Marion County Judge Leward Lafleur, Public Sector*

Angela Thompson, Parliamentarian  
*Representing Bowie County, Poverty Sector*

Lindsay Hergert  
*Representing Cass County Judge Travis Ransom, Public Sector*



## **CALL TO ORDER**

Cecelia Huff, Board Chair called the meeting to order at 12:14 p.m.  
Quorum: established 6 of 12, members present.

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## **AGENDA**

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Motion: John Baxter, Treasurer, moved to accept the 1/23/2024 agenda as presented.  
Second: Doug Reeder, Vice Chairman  
All in favor voted aye, none opposed, the motion carried unanimously

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## **MINUTES**

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Motion: John Baxter moved to accept the 12/12/2023 minutes  
Second: Doug Reeder, Vice Chairman  
All in favor voted aye, none opposed, the motion carried unanimously

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## **CHAIRMAN'S COMMENTS AND RECOGNITIONS**

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Cecelia Huff, Board Chairman thanked the members for attending and making it safe to the meeting due to the weather.

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## **TRAINING / PRESENTATIONS**

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Video – “How Do You Get the Right People on Board” #7 presented by Michelle Morehead was moved to the next meeting.

Interview - Detailed Monitoring – Robbie Hudson  
Robbie Hudson interviewed the members.

Final Rule Eligibility Training – Misty Van Hooser  
Misty Van Hooser trained the members on the eligibility requirements and procedures according to the final rule.

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## **COMMITTEE REPORTS**

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- A. Planning & Evaluation – No current report required at this time
- B. Personnel – No current report required at this time
- C. Finance – No current report required at this time
- D. Executive – This Committee meets only when necessary
- E. Nominating – No current report required at this time
- F. By Laws- Discuss By Laws including Executive Committee Requirements

The Chair may make changes to committee rosters/develop new committees.

**\*\*Committees, other than the Executive Committee, get named by the Board Chairperson**

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## Action Items

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### A. Seat New Board Member(s)

None

### B. Approve Consent Agenda\*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Shirley Allen
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9) .....Julia Elrod
- 5) VSN Report.....(OS 5.9).....Kelsy Nickleberry
- 6) Service & HS Transportation Reports..... (OS 5.9) .....Bernie Yancey

Motion: Doug Reeder, Vice Chairman, made a motion to accept as presented.

Second: Keri Winters, Secretary

All items reviewed and when asked, the Board stipulated that no further discussion was needed on the consent agenda and no items were requested to be removed.

All in favor voted aye, none opposed, the motion carried unanimously

### C. Discuss/Approve the Agency applying for another Head Start Five-Year Non-Competitive Project Period beginning December 1, 2024

Motion: Keri Winters, Secretary made a motion to accept as presented

Second: John Baxter, Treasurer

All in favor voted aye, none opposed, the motion carried.

### D. Discuss/Approve Board Resolution - Close the Payee Funds Bank Account

Michelle Morehead reviewed the resolution with the members.

Motion: Keri Winters, Secretary, made a motion to accept as presented.

Second: Doug Reeder, Vice Chairman

All in favor voted aye, none opposed, the motion carried unanimously

### E. Discuss/Approve Board Resolution - Close the Beneficiaries Funds Bank Account

Michelle Morehead reviewed the resolution with the members.

Motion: Keri Winters, Secretary, made a motion to accept as presented.

Second: Doug Reeder, Vice Chairman

All in favor voted aye, none opposed, the motion carried unanimously

### F. Discuss/Approve Board Resolution - Change of Signatory at the Texana Bank for all Accounts

Michelle Morehead reviewed the change of signatory with the members.

Motion: Doug Reeder, Vice Chairman, made a motion to accept as presented.

Second: Martavius Jones, Parliamentarian

All in favor voted aye, none opposed, the motion carried unanimously

## **9. Staff Reports**

- A. Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) ..... Shelley Mitchell  
Shelley Mitchell gave the financial reports as presented.

## **10. Executive Director's Report**

Michelle Morehead, Executive Director, explained to the members about the new software for the Community Services Division. She stated that she will be in Austin next week for a TACAA Board Meeting.

## **11. Discussion Items**

None

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## **AUDIENCE COMMENTS**

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None

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## **EXECUTIVE SESSION**

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The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and section 551.074(1)(2) of the government code.

None

- a. Consultation between the board and its attorney in those instances in which the board seeks the Attorney's advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality.
- b. Discussion with respect to the purchase, exchange, lease, or value of real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
- c. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
- d. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law.

**REQUIRED ACTION FROM EXECUTIVE SESSION**

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None

**ADJOURN**

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Motion: John Baxter, Treasurer motioned to adjourn at 12:50 pm

Second: Keri Winters, Secretary

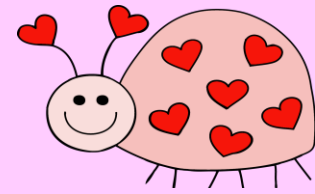
Hearing no descent, adjournment passed.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2024  
(Board Secretary) (Date)

# CSNT Head Start Director's Report PY05/FY24

## February Report/January Data

### How Are We Doing?



#### HEAD START Attendance - January 2024

- ✓ **465** Actual Enrollment (Under/Over 0 Student(s)) – Funded **465**
- ✓ **6.5%** Disability Students – **10%** Target
- ✓ **87%** Average Daily Attendance



#### HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$275,569** NFS Collected – **\$1,107,557** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **5%** Admin Expense Rate



#### HEAD START CACFP Meals/Reimbursements

- ✓ **\$10,406** Reimbursed This Month - **\$19,399** Reimbursed This Year
- ✓ **17** days of Service – **3,874** Meals Served

**Listen with Curocity**  
**Speak with Honesty**  
**Act with Integrity**



#### HEAD START Quality Assurance

- ✓ **82** Files Reviewed/**15** Classrooms Observed
- ✓ **10** Incomes Verified/**33** Interviews/**45** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

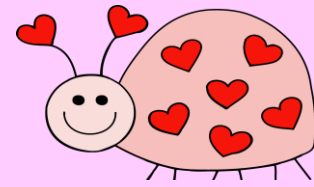
#### ANNOUNCEMENTS:

Completing Detailed Monitoring activities  
Preparing for Spring Semester Campus Activities

# CSNT Early Head Start Director's Report PY05/FY24

## February Report/January Data

### How Are We Doing?



#### EARLY HEAD START Attendance - February 2024

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **18.8%** Disability Students – **10%** Target
- ✓ **81%** Average Daily Attendance (**Flu-like Symptoms**)



#### EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$4,076** NFS Collected - **\$65,802** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **0%** Admin Expense Rate



#### HEAD START CACFP Meals/Reimbursements

- ✓ **\$1,607** Reimbursed This Month **\$2,695** Reimbursed This Year **\$65,802** Needed
- ✓ **16** days of Service – **598** Meals Served

**Listen with Curocity**  
**Speak with Honesty**  
**Act with Integrity**



#### HEAD START Quality Assurance

- ✓ **6** Files Reviewed/**4** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**2** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

#### ANNOUNCEMENTS:

Completing Detailed Monitoring activities  
Preparing for Spring Semester Campus Activities



# Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

2/7/2024

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	465	100.00%

## Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

## Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	465	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

## Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	519	11.61%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	4	0.77%
3 Years Old	259	49.90%
4 Years Old	256	49.33%
5 Years Old	0	0.00%

## Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	32	6.17%

## Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	21	4.05%

## Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	146	28.13%
Three or more years	9	1.73%

## Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0.00%	2	0.39%
Asian	0	0.00%	2	0.39%
Black or African American	6	1.16%	267	51.45%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	22	4.24%	141	27.17%
Biracial or Multi-Racial	6	1.16%	40	7.71%
Other Race	32	6.17%	1	0.19%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	490	94.41%
Of these, the number of children acquiring/learning another language in addition to English	14	
Spanish	29	5.59%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%



## Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	482	92.87%	374	72.06%
Children with accessible health care	448	86.32%	345	66.47%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	477	91.91%	289	55.68%
Children with accessible dental care	424	81.70%	334	64.35%

## Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	28	6.02%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	490	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	459	93.67%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	6	1.22%
Housing Assistance	6	1.22%
Asset Building Services	121	24.69%
Mental Health Services	8	1.63%
Substance Misuse Prevention	1	0.20%
Substance Misuse Treatment	4	0.82%
English as a Second Language (ESL) Training	20	4.08%
Assistance in enrolling into an education or job training program	52	10.61%
Research-based parenting curriculum	321	65.51%
Involvement in discussing their child's screening and assessment results and their child's progress	434	88.57%
Supporting transitions between programs	392	80.00%
Education on preventive medical and oral health	425	86.73%
Education on health and developmental consequences of tobacco product use	198	40.41%
Education on nutrition	450	91.84%
Education on postpartum care	3	0.61%
Education on relationship/marriage	7	1.43%
Assistance to families of incarcerated individuals	3	0.61%



# Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

2/7/2024

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	16	100.00%

## Funded Enrollment by Program Option

	# of funded enrollment slots	% of funded enrollment slots
Center-based	16	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

## Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

## Total Cumulative Enrollment

	# of participants	% of participants
Total Cumulative Enrollment	18	112.50%

## Participants by Age

	# of participants	% of participants
Under 1 Year Old	0	0.00%
1 Year Old	10	55.56%
2 Years Old	8	44.44%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

## Homelessness Services

	# of children	% of children
Total number of children experiencing homelessness that were served during the enrollment year	3	16.67%

## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	3	16.67%

## Prior Enrollment of Children

	# of children	% of children
The second year	7	38.89%
Three or more years	1	5.56%

## Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%
Black or African American	0	0.00%	8	44.44%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	6	33.33%
Biracial or Multi-Racial	1	5.56%	1	5.56%
Other Race	2	11.11%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	# of children	% of children
English	16	88.89%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	11.11%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

## Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	18	100.00%	15	83.33%
Children with accessible health care	17	94.44%	12	66.67%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	18	100.00%	5	27.78%
Children with accessible dental care	16	88.89%	12	66.67%

## Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	3	18.75%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	17	94.44%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	7	41.18%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	1	5.88%
Housing Assistance	0	0.00%
Asset Building Services	1	5.88%
Mental Health Services	1	5.88%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	1	5.88%
Assistance in enrolling into an education or job training program	6	35.29%
Research-based parenting curriculum	7	41.18%
Involvement in discussing their child's screening and assessment results and their child's progress	6	35.29%
Supporting transitions between programs	5	29.41%
Education on preventive medical and oral health	7	41.18%
Education on health and developmental consequences of tobacco product use	1	5.88%
Education on nutrition	7	41.18%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

Community Services of Northeast Texas

February, 2024

# COMMUNITY SERVICES BOARD REPORT



As of January, 2024, the Community Services Division of CSNT is undergoing a substantial change with regard to implementing a new software system. Due to the time period it has taken to put this system into action and train staff on how to operate the system, we are now at a point as of the current date where all staff have been trained on the system and applications for all programs will begin to be processed on a daily basis.

Our CEAP program was awarded \$1,941,993 for 2024 and was also recently awarded a supplemental grant for \$173,324.

Some of the most exciting news I have to share with you is that since our last board report, CSNT is one of four agencies in the state of Texas to be awarded a \$100,000 Community Services Block Grant in discretionary funds for its Reentry Pilot Program. As the Community Services Director of this agency, this is the something I am most proud of us accomplishing since I have been with the agency.

All additional programs are now at a point where we are fully operational and accepting applications. These include: Veterans Program, CSBG TOP (Transition Out of Poverty) Program and CSBG Discretionary Funds, TBRA (Tenant Based Rental Assistance), and Salvation Army.

# HR Report for February 2024

Headcount

100

New Hires

Deputy Director

Terms

LT in Atlanta

FSW in Atlanta

Asst. Payroll Clerk

Vacancies

LTs in Atlanta & New Boston

TA in Texarkana

2 FSWs for Atlanta

IT Coordinator

Asst. Payroll Clerk

Subs

PL Hours – 460.25

LWOP Hours – 109.50

Sub Hours – 155

Savings – \$124.26

Interview Stats 2024

Number of Interviews Scheduled – 9 (total of person scheduled 20)

Number of Applicants to Show up – 10 (2 scheduled interviews 0 applicants showed)

Number to No show – 10

Number to decline position or ghost us after the interview -- 4

# Service Department Report

## JANUARY 2024

### Service Department

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Department makeup  
3 full time employees  
0 temporary employees  
0 Head Start employees under temporary supervision.

### Head Start Transportation

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Cost per child to transport:

Transportation Costs:

	Children	Staff	Children	Staff
Vehicle Maintenance cost (Campus)				YTD =
Vehicle Maintenance cost (Buses)				YTD =
Vehicle Maintenance cost (Exec. Office)				YTD =
Vehicle fuel cost (Gas Campus)	221.09			YTD = 1,866.18
Vehicle fuel cost (Exec. Office)	333.34			YTD = 4,064.12
Vehicle fuel cost (BUS CAMPUS)	179.40			YTD = 1,216.95
Vehicle insurance cost (Buses)				YTD =
Vehicle driver cost buses				YTD =

Total transportation cost: 733.83

Total number transported: 128



# Monthly Vehicle Cost Summary

Jan-24

## By Program

	Fuel	Repairs	
TBRA	25.30	-	
CSBG	222.80	471.64	
CEAP	-	-	
VSN	9.00	-	
			<u>728.74</u>

## By Location

	Fuel	Repairs	
Jefferson	-	71.85	
Linden	161.51	199.20	
Linden Shop	52.09	116.89	
Daingerfield	43.50	41.85	
	-	-	
			<u>686.89</u>

## By Vehicle

#	Fuel	Repairs	Total	Location
801	-	-	-	Linden Shop
844	43.05	-	43.05	Linden
888	-	41.85	41.85	Linden
881	34.96	13.80	48.76	Linden
882	-	41.85	41.85	Linden
883	52.09	116.89	168.98	Linden Shop
884	26.00	41.85	67.85	Linden
885	43.50	41.85	85.35	Daingerfield
886	-	71.85	71.85	Jefferson
887	57.50	59.85	117.35	Linden
838	-	-	-	Linden
			<u>686.89</u>	

**Justification**  
**Policy Council/Governing Board**  
**Detailed Monitoring Summary of Results**  
**Grantee 06CH011282/05**

Date	Description	
2/27/2024	CSNT Head Start has completed the 2024 Detailed Monitoring. The results are:	
	Area	Concerns
	Program Governance	None
	ERSEA	1. (10% Disability 6.5%) 2. Child Absence not documented in system within (1) hour
	Program Structure	None
	Early Childhood/CLASS	1. CLASS Scores (CO 5.44)
	Additional Services	None (See Disability – ERSEA)
	Family & Community Engagement/Transition	(See ERSEA – Parent Contacted within (1) hour if child absent)
	Health/Safety Program Services	1. Health Requirements Past Due – Lead & Hemoglobin 2. Six-Month Dentals Past Due
	Transportation	1. Emergency Equipment Labels were missing on bus 2. Transportation Attendance Log was not completed for route
	Human Resources Management	None
	Program Management & QI	None
	Financial Requirements	None
	Administrative Requirements	None



This data reflects demographic information on the students who participated in this assessment session.

<b>Total Students Participating:</b>	<b>451</b>
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**Students Age**

<b>Three Year Old :</b>	<b>50%</b>	<b>Four Year Old:</b>	<b>50%</b>
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**Race**

<b>White:</b> <b>29%</b>	<b>Black/African American:</b> <b>56%</b>	<b>Hispanic:</b> <b>6%</b>
	<b>Multiracial:</b> <b>9%</b>	<b>Not Specified:</b> <b>0%</b>

**Language\***

<b>English:</b> <b>94%</b>	<b>Spanish</b> <b>6%</b>	<b>Unknown:</b> <b>0%</b>
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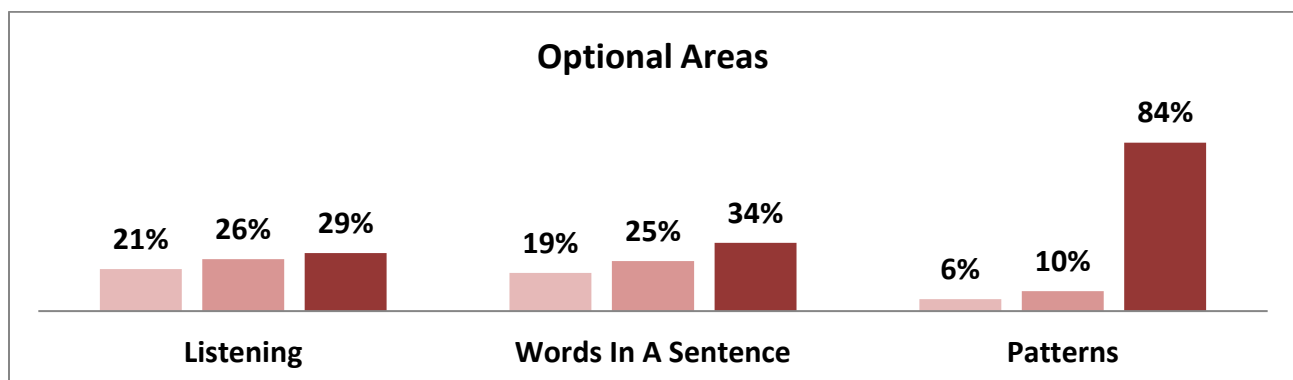
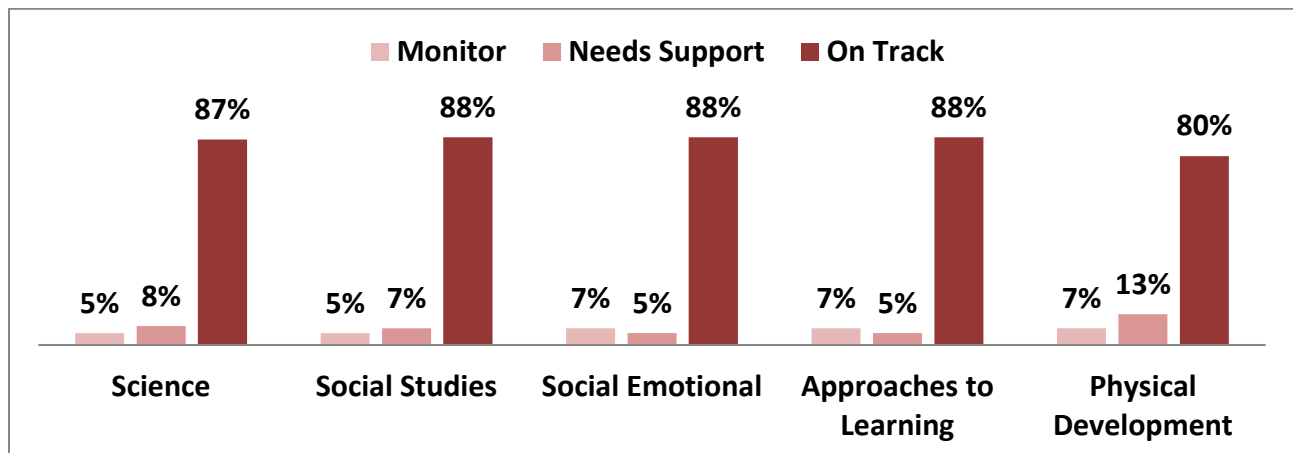
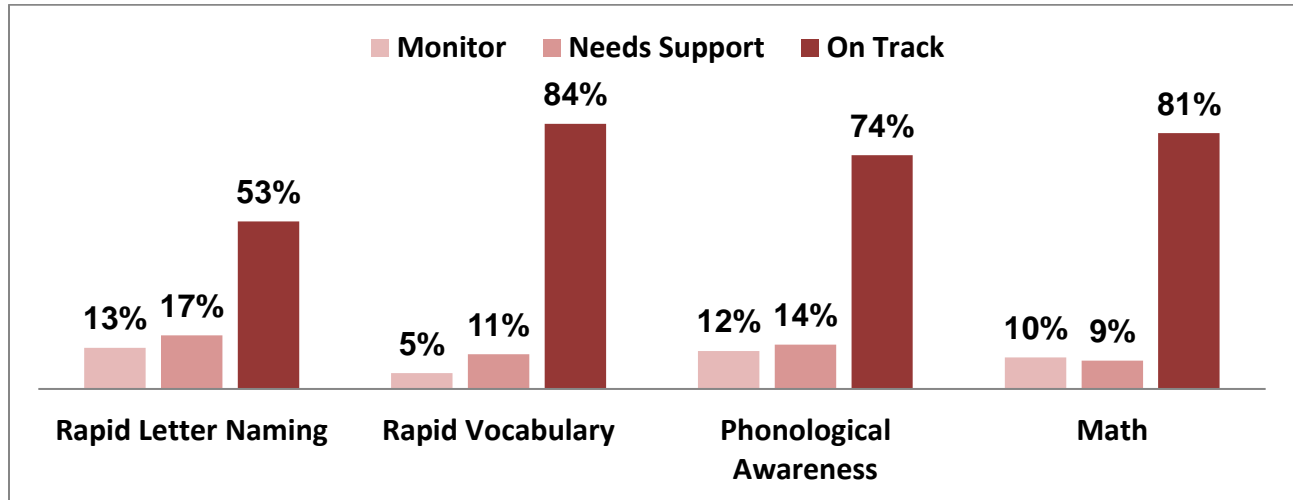
**Disabilities**

<b>Yes:</b>	<b>6%</b>	<b>No:</b>	<b>94%</b>
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# CSNT Head Start

## CIRCLE Assessment 2023-2024

### Wave 2 Program Report



\*Out of Range: The child is not within the specified age range or there is no established threshold at this time.

Percentage for the Out-of-Range areas is Rapid Letter naming 17%, Listening 24%, and Words in a Sentence 22%.

# **CSNT Head Start – CIRCLE Assessment**

## **On-Track Comparison Data 2023-2024**

	Wave 1	Wave 2
<b>Rapid Letter Naming</b>	<b>32%</b>	<b>53%</b>
<b>Rapid Vocabulary</b>	<b>68%</b>	<b>84%</b>
<b>Phonological Awareness</b>	<b>75%</b>	<b>74%</b>
<b>Math</b>	<b>82%</b>	<b>81%</b>
<b>Science</b>	<b>84%</b>	<b>87%</b>
<b>Social Studies</b>	<b>84%</b>	<b>88%</b>
<b>Social Emotional</b>	<b>93%</b>	<b>88%</b>
<b>Approaches to Learning</b>	<b>86%</b>	<b>88%</b>
<b>Physical Development</b>	<b>88%</b>	<b>80%</b>
<b>Listening</b>	<b>16%</b>	<b>29%</b>
<b>Words In A Sentence</b>	<b>18%</b>	<b>34%</b>
<b>Patterns</b>	<b>85%</b>	<b>84%</b>
<b>Total Students Tested</b>	<b>456</b>	<b>451</b>

Listening, Words in a Sentence and Patterns are Optional areas

# **CSNT Head Start – CIRCLE Assessment**

## **Wave 2 Age Comparison Data 2023-2024**

	3 Year Olds	4 Year Olds
Rapid Letter Naming	41%	65%
Rapid Vocabulary	89%	77%
Phonological Awareness	77%	72%
Math	80%	82%
Science	89%	84%
Social Studies	90%	86%
Social Emotional	86%	89%
Approaches to Learning	86%	90%
Physical Development	87%	72%
Listening & Words in a Sentence (Optional PA)	31%	94%
Patterns (Optional Math)	89%	79%
Total Students Tested	225	226

Percentage based on “On Target”

# CSNT Head Start – CIRCLE Assessment

## Wave 2 Race Comparison Data 2023-2024

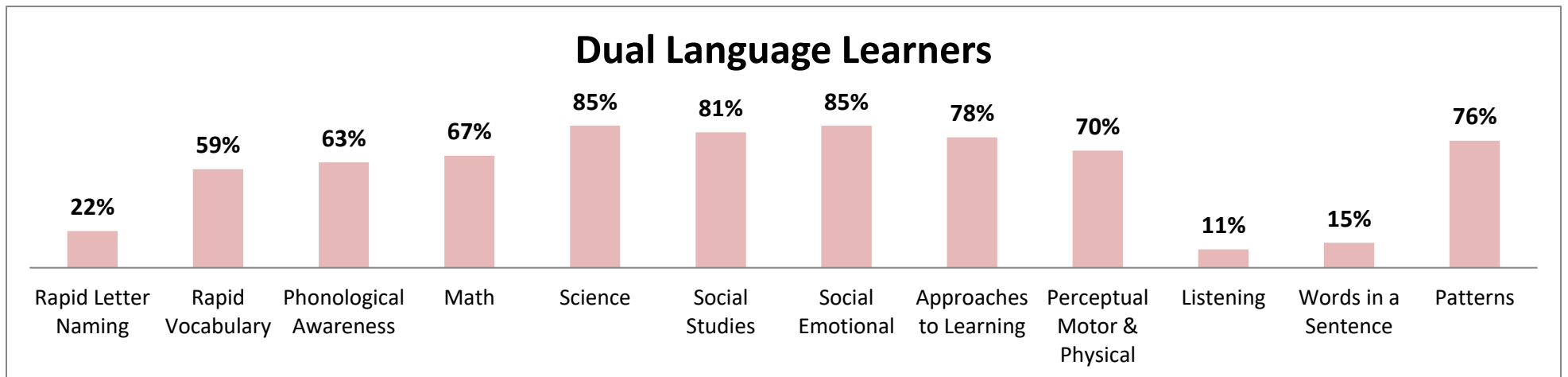
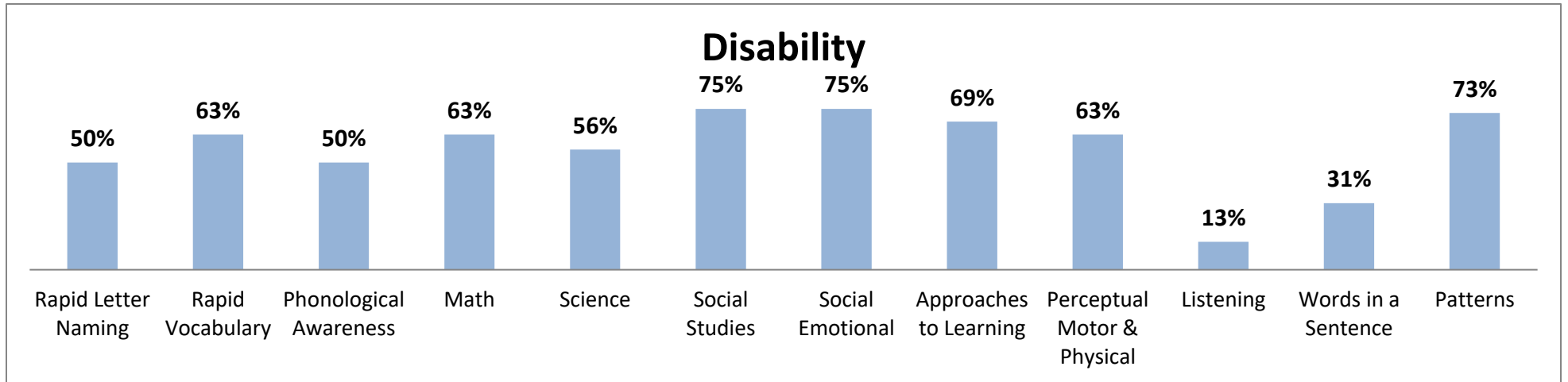
	White	Black / African American	Hispanic	Multiracial
Rapid Letter Naming	40%	68%	17%	38%
Rapid Vocabulary	87%	85%	50%	82%
Phonological Awareness	69%	76%	54%	67%
Math	72%	90%	63%	79%
Science	85%	88%	83%	90%
Social Studies	88%	90%	79%	90%
Social Emotional	90%	92%	83%	97%
Approaches to Learning	89%	91%	75%	95%
Physical Development	80%	85%	71%	85%
Listening	36%	35%	8%	10%
Words in a Sentence	48%	53%	17%	46%
Patterns	79%	88%	70%	85%
Total Students Tested	132	250	28	41

Percentage based on “On Target”

Listening, Words in a Sentence and Patterns are Optional areas.

# CSNT Head Start – CIRCLE Assessment

## Wave 2 2023-2024



Percentage based on “On Target”



Community Services of Northeast Texas, Inc.

Early Head Start CIRCLE Assessment 2023-2024 Wave 2



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	8 – Pre-School Entry 2-3 Years
-------------------------------	-----------------------------------

Gender

Male:	50%	Female:	50%
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Race

White: 24%	Black/African American: 50%	Hispanic: 13%
	Multiracial: 13%	Not Specified: 0%

Language

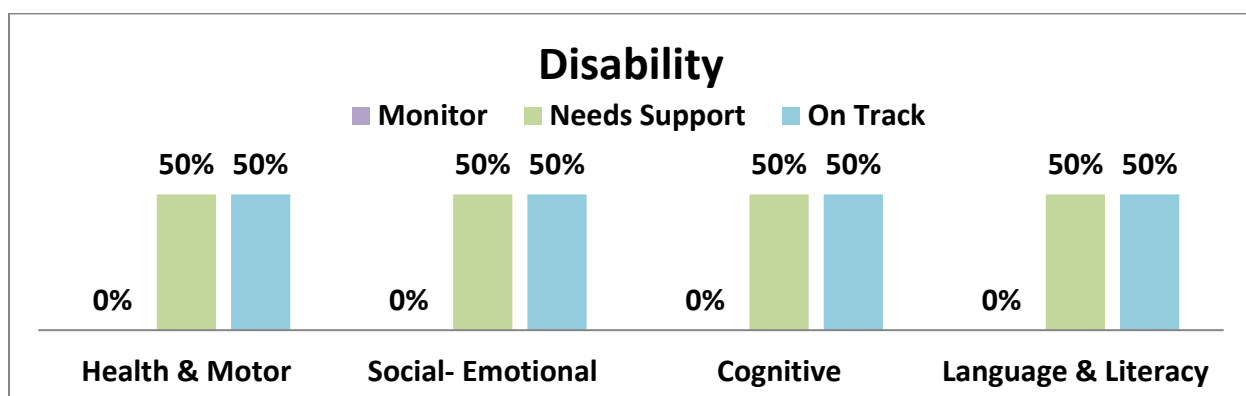
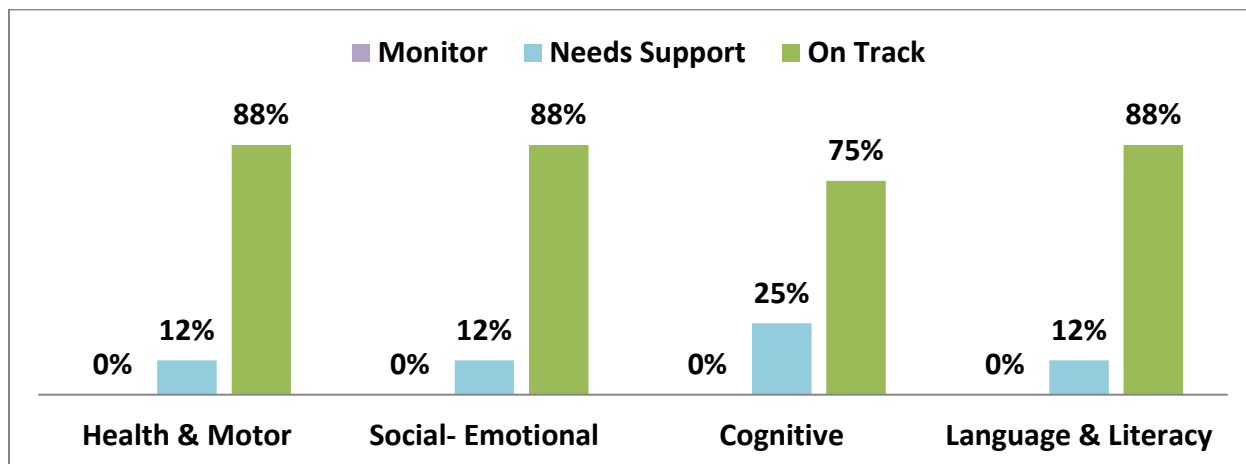
English: 100%	Spanish 0%	Unknown: 0%
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Disabilities

Yes: 25%	No: 75%
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# CSNT Early Head Start – CIRCLE Assessment 2023-2024

## Wave 2 – Pre School Entry



### No Dual Language Learners for Pre-School Entry

Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	75%	100%	100%
Social - Emotional	100%	75%	100%	100%
Cognitive	100%	75%	100%	0%
Language & Literacy	100%	75%	100%	100%
Total Students Tested	2	4	1	1

Percentage based on “On Target” for Race

Community Services of Northeast Texas, Inc.

Early Head Start CIRCLE Assessment 2023-2024 Wave 2



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	7 – Toddlers 18- 24 Months
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Gender

Male:	71%	Female:	29%
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Race

White: 29%	Black/African American: 57%	Hispanic: 14%
	Multiracial: 0%	Not Specified: 0%

Language

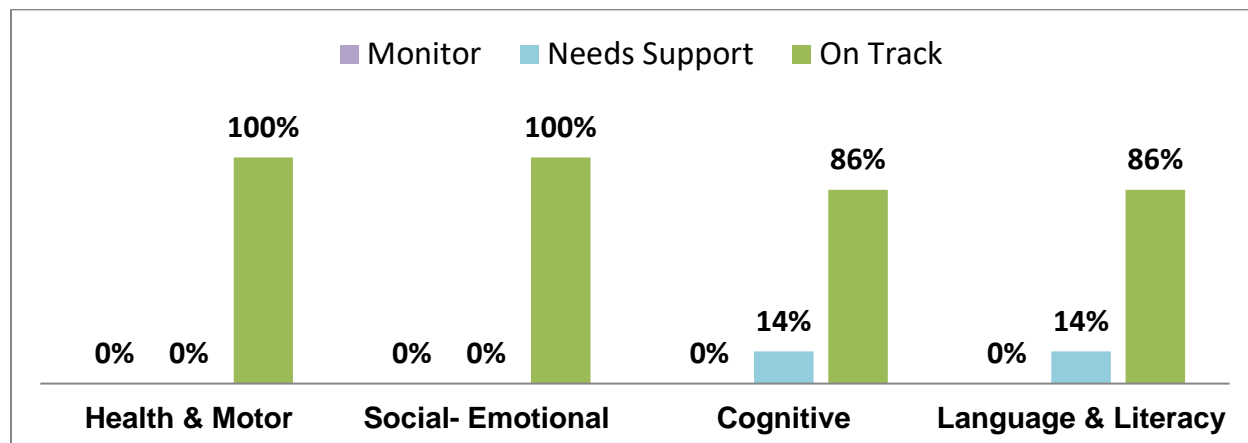
English: 86%	Spanish 14%	Unknown: 0%
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Disabilities

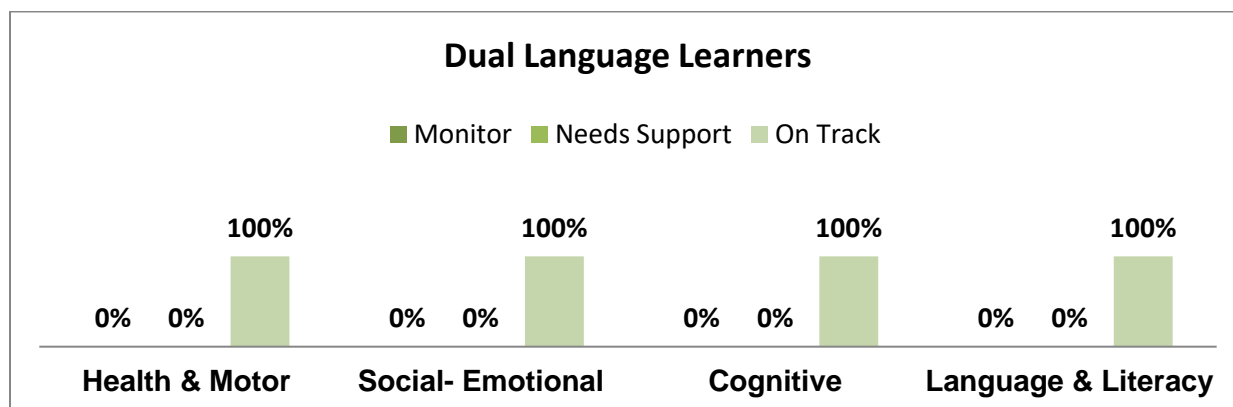
Yes: 0%	No: 100%
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# CSNT Early Head Start – CIRCLE Assessment 2023-2024

## Wave 2 - Toddlers



### No Disability Data for Toddlers



Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	100%	100%	0%
Social - Emotional	100%	100%	100%	0%
Cognitive	100%	75%	100%	0%
Language & Literacy	50%	100%	100%	0%
Total Students Tested	2	4	1	0

Percentage based on “On Target” for Race

Community Services of Northeast Texas, Inc.

Early Head Start CIRCLE Assessment 2023-2024 Wave 2



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	1 – Infants 12-18 Months
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Gender

Male:	0%	Female:	100%
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Race

White: 100%	Black/African American: 0%	Hispanic: 0%
	Multiracial: 0%	Not Specified: 0%

Language

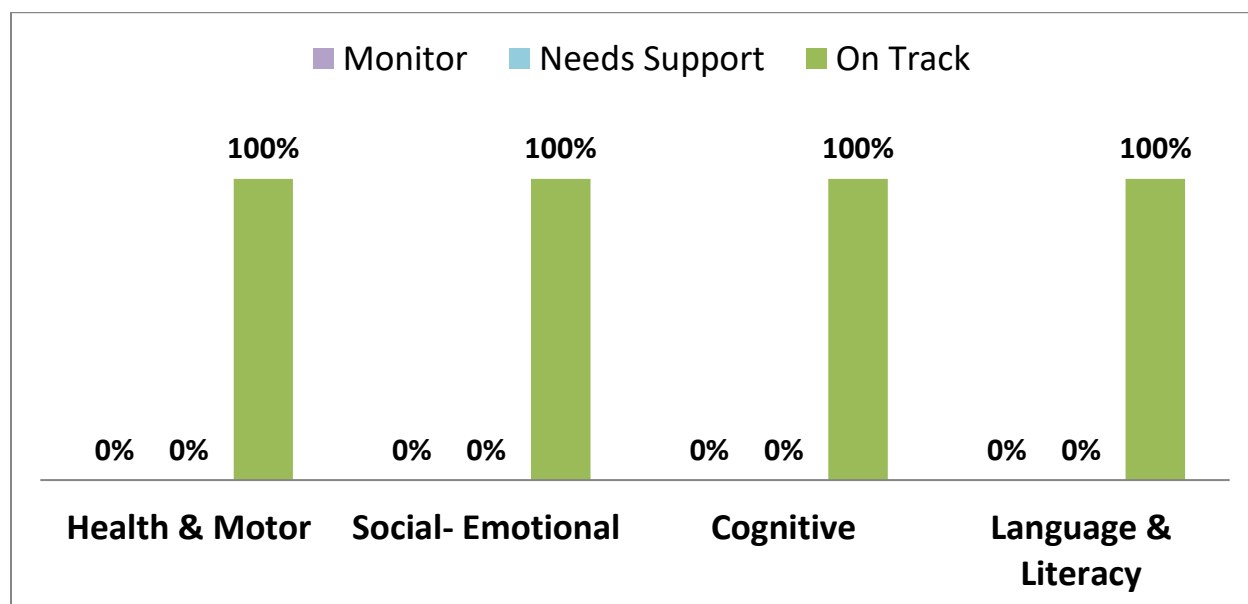
English: 100%	Spanish 0%	Unknown: 0%
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Disabilities

Yes: 0%	No: 100%
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# CSNT Early Head Start – CIRCLE Assessment 2023-2024

## Wave 2 - Infants



No Dual Language Learners for Infants

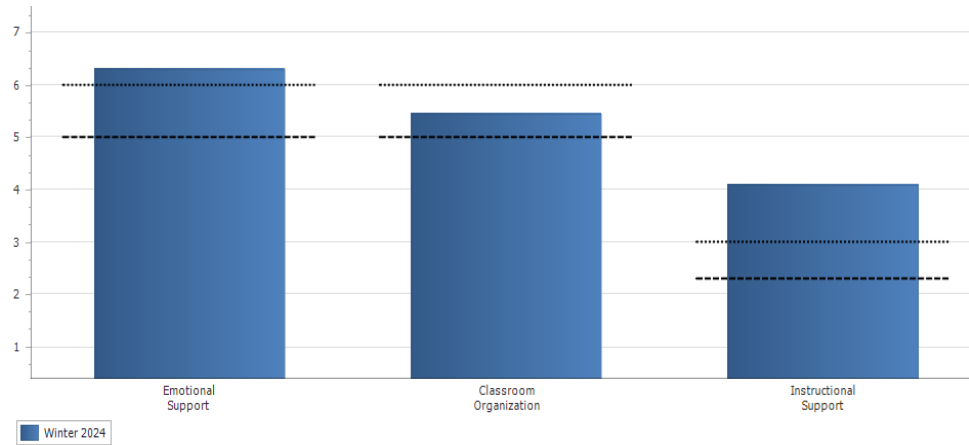
No Disability for Infants

Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	0%	0%	0%
Social - Emotional	100%	0%	0%	0%
Cognitive	100%	0%	0%	0%
Language & Literacy	100%	0%	0%	0%
Total Students Tested	1	0	0	0

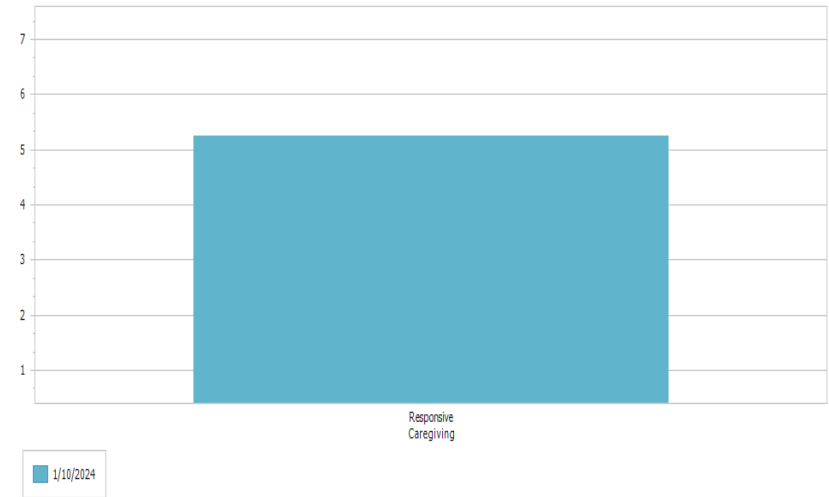
Percentage based on “On Target” for Race

## 2023-24 Winter CLASS Detailed Monitoring

### Head Start



### Early Head Start



Winter 2024	ES	CO	IS
1/8/2024-2/2/2024	6.31	5.44	4.08

	Responsive Caregiving
Winter 2024	5.25

2020 National OHS CLASS Average Domain Scores			
Domain	Lowest 10%	Median (50%)	Highest 10%
Emotional Support	5.6750	6.05	6.32
Classroom Organization	5.3175	5.80	6.17
Instructional Support	2.3889	2.94	3.52

#### Emotional Support Quality Thresholds

Winter 2024-6.31

#### Classroom Organization Quality Thresholds

Winter 2024-5.44

Education Specialists will individualize with teachers to improve this domain

#### Instructional Support Quality Thresholds

Winter 2024-4.08

**Justification**  
**Head Start Disability Waiver Request PY05**  
**School Year 2023/2024**

Date	Description
2/27/2024	CSNT Head Start is seeking approval to request a PY05 Disability Wavier for the 2023/2024 School Year. The Program has not met the 10% funded enrollment for Disability children:
<p>CSNT Head Start currently has 31 students that qualify for Disability Services or 6.7% of the funded enrollment. This is 16 students short of the 47 students needed to meet the required 10%. At this time, there are 29 students that have been referred for Disability Services, but there is no way to know if any of these students will be approved for services.</p> <p>Due to the turnover in staff at our Local Education Agencies, it is taking longer than usual for children to go through the Disability approval process. Once again, not all students referred receive services.</p>	



## **112 Confidentiality/Non-Disclosure**

Effective Date: 9/1/2003

Revision Date: 10/25/17

The protection of confidential business information is vital to the interests and the success of Community Services. Such confidential information includes, but is not limited to, the following examples:

- \* client/student lists
- \* client/family/children data
- \* financial information
- \* labor relations strategies
- \* pending projects and proposals
- \* co-workers and any Agency employees

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

### **Employee Acknowledgement**

I understand Policy 112 Confidentiality and Non-Disclosure and agree to adhere to this policy as a condition of employment or continued employment with the agency. I further understand that disciplinary action may be taken for failure to adhere to this policy.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# *Community Services of Northeast Texas, Inc.*

## **Personnel Policies & Procedures**

### **183 Recruitment/Pre-Employment Requirements**

Effective Date: 9/1/2003

Revision Date: 1/26/2021

The hiring of key staff including the Executive Director, Head Start Director and Finance Director, or any other key personnel whose compensation is covered principally (i.e.; greater than 50%) by the Head Start grant, require notification to the Head Start Regional Office prior to making a job offer. The Regional Office will take no more than a few days to respond to Grantee's proposal [*Pursuant to ACF-PI-HS-06-01 Policy Clarification*].

The Governing Board of Directors approves the hiring, evaluation and compensation of the Executive Director, Head Start Director, Human Resources Director, ~~Finance Director~~ (Chief Financial Officer) and any other person in an equivalent position with the Agency [*Pursuant to the Office of Head Start On-Site Review Protocol 642(e)(iv)(IX)*]. The Governing Board of Directors actively participates with input and approval of the Personnel Policies and Procedures. Annually the Personnel Policies and Procedures are brought before the Governing Board for discussion and approval. Minutes of meetings support the Executive Session discussions and approvals of said key staff by the Governing Board of Directors.

The Executive Director will then select the balance of the CSNT staff.

The Executive Director, or his/her designee, receives the application, conducts the interview, and obtains reference reports. Where possible the supervisor of the position that is being filled shall be in consultation with the Executive Director or his/her designee during the interview. The Human Resources Director extends the offer of employment with the approval (by signature) of the Executive Director and/or the Program Director.

Policy Council provides input and approves Personnel Policies and Procedures [*Pursuant to Head Start Performance Standard 1302.90(a)*]. Minutes of meetings support discussion, approval and training on such policies. Policy Council members annually review and approve the agency's procedures concerning employment. Policy Council additionally approves decisions to hire employees, as the final step of the hiring process, within the Head Start program [*Pursuant to Head Start Performance Standard 1301.3(c)(1)*]. Minutes of meetings support the Executive Session discussions regarding personnel matters, required approvals and training on such policies. This procedure is in compliance with respect to the inclusion of Policy Council in the policy-making process as it pertains to the hiring of persons paid primarily with Head Start funds.

CSNT is an Equal Opportunity Employer. Job vacancies shall be posted at relevant CSNT locations and advertised through area newspapers when necessary, unless a reasonable applicant pool exists from a previous recruitment effort. Eligible CSNT staff have the right to apply for any posted vacancy (see Policy 116).

## **184 Professional Development**

Effective Date: 12/9/2009

Revision Date: 12/9/2009

Community Services of Northeast Texas, Inc. has professional development opportunities for staff. These opportunities may include on-site training, as well as out-of-town conferences.

Head Start employees should refer to the ~~CSNT Administration Operation Manual and the Campus copy of the~~ Content Area Policies and Procedures Manual for specific details. Community Services division employees should submit inquires/requests to their immediate supervisor.

All training is subject to funding source regulations, standards and budget limitations. Written notification is given to employees for any additional professional development funding.



### **324 Employee Assistance Program**

Effective Date: 10/1/2006

Revision Date: 1/26/2011

Community Services of Northeast Texas, Inc. (CSNT) cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), CSNT provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP offers to all eligible employees and an immediate family member assistance with problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost to employees for consultation with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee. At all times, the agreement between CSNT and its insurance carrier supercedes the CSNT Personnel Policies & Procedures.

Minor concerns can become major problems if employees ignore them. No issue is too small or too large, and a professional counselor is available to help when needed.

**Assistance Phone Number: ~~1-800-386-7055~~ 1-800-316-2796**

### **328 Parental Leave for School Visits**

Effective Date: 9/1/2003

Revision Date: 6/22/2004

Community Services recognizes the value of parental involvement in children's education. For this reason, Community Services provides employees who are parents, guardians, or custodians of children in licensed day care facilities or Pre-kindergarten through grade 12 unpaid time off for the purpose of school visits. Parental leave for school visits allows employees to participate in activities sponsored, approved, or supervised by the school or daycare such as parent/teacher conferences or field trips.

Employees may request up to 12 hours of parental leave for school visits within any calendar year. Any available paid leave may be substituted for unpaid leave for school visits. Employees must provide their immediate supervisors reasonable advance notice of the need for parental leave for school visits. Upon return from the leave, employees must provide documentation to their supervisor from the school verifying the date and time of the visit.



# ***Community Services of Northeast Texas, Inc.***

## **Personnel Policies & Procedures**

### **384 Administrative Leave**

Effective Date: 5/25/2005

Revision Date: 1/26/2011

The Executive Director has the authority to grant paid or unpaid administrative leave to an employee. Examples of this type of leave may include jury duty, bereavement leave, inclement weather, portions of leave attached to holiday pay, birthday and other leave described herein, at the sole discretion of the Executive Director.

Full day paid or unpaid administrative leave will be granted equal to the number of hours commensurate with the below designated employment classification.

- Full-time = 8 hours per day
- Part-time = 6 hours per day
- Part-time = 4 hours per day

With the existence of extraordinary circumstances, such as instances of community emergencies, agency crisis or times of fiscal constraint or urgency which threaten the health, stability, or soundness of the agency, the Executive Director may, after analyzing data obtained from the Finance Director and Division Directors, grant unpaid administrative leave. The use of Personal Leave (*Policy 380*) is prohibited during the designated unpaid administrative leave period.

Staff required to take unpaid administrative leave due to fiscal constraint or urgency may be eligible to receive a portion of the unpaid administrative leave, at a later date, provided the fiscal constraint or urgency is deemed nonexistent and the employee is still actively employed and shall be strictly at the discretion of the Executive Director.

Pay-related questions or concerns should be directed to the attention of the employee's immediate supervisor.

### **Employee Acknowledgement**

I understand Policy 384 Administrative Leave and agree to adhere to this policy as a condition of employment or continued employment with the agency. My employer has provided a copy of this policy to me and I have had the policy explained to me. I have been given the opportunity to ask questions.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Head Start

## Financial Report for the month of February 2024

(January 2024 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2024</i>							
Personnel	\$2,189,058.00	\$169,564.67	\$263,214.94	\$1,925,843.06	\$182,421.50	\$364,843.00	\$101,628.06
Fringe Benefits	\$536,319.00	\$39,967.50	\$76,274.75	\$460,044.25	\$44,693.25	\$89,386.50	\$13,111.75
Travel (4120)	\$10,000.00	\$2,532.77	\$2,532.77	\$7,467.23	\$833.33	\$1,666.67	(\$866.10)
Equipment	\$48,000.00	\$0.00	\$0.00	\$48,000.00	\$4,000.00	\$8,000.00	\$8,000.00
Supplies	\$245,000.00	\$8,390.47	\$14,790.20	\$230,209.80	\$20,416.67	\$40,833.33	\$26,043.13
Contractual	\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$48,511.00	\$48,511.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$1,110.00	\$1,385.00	\$28,996.00	\$2,531.75	\$5,063.50	\$3,678.50
Other (4122)	\$1,040,021.00	\$57,903.05	\$103,025.28	\$936,995.72	\$86,668.42	\$173,336.83	\$70,311.55
Total	\$4,389,845.00	\$279,468.46	\$461,222.94	\$3,928,622.06	\$365,820.42	\$731,640.83	\$270,417.89
T&TA	\$40,381.00	\$3,642.77	\$3,917.77	\$36,463.23	\$3,365.08	\$6,730.17	\$2,812.40
Total							
USDA Reimbursements through December 2023							\$8,992.90
Estimated USDA Reimbursement for January 2024							\$10,405.63
Resulting (over)/under with USDA							\$289,816.42

\* Total Over/Under without USDA

Accruals:

\$4.00

Actual year end payroll accrual \$95,000.00

<b>Further Analysis</b>	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$168,840.19	\$10,748.79	\$17,739.34	\$14,070.02	\$28,140.03	\$10,400.69
Per Child	\$9,440.53	\$601.01	\$991.88	\$786.71	\$1,573.42	\$581.54

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$1,107,557.00	\$139,246.22	\$275,569.61	\$831,987.39



# Early Head Start

## Financial Report for the month of February 2024

(January 2024 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2024</i>							
Personnel	\$146,166.00	\$10,680.02	\$16,144.92	\$130,021.08	\$12,180.50	\$24,361.00	\$8,216.08
Fringe Benefits	\$35,811.00	\$2,314.02	\$4,278.73	\$31,532.27	\$2,984.25	\$5,968.50	\$1,689.77
Travel (4120)	\$2,190.00	\$0.37	\$0.37	\$2,189.63	\$182.50	\$365.00	\$364.63
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$15,250.00	\$506.01	\$558.41	\$14,691.59	\$1,270.83	\$2,541.67	\$1,983.26
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$0.00	\$0.00	\$3,067.00	\$255.58	\$511.17	\$511.17
Other (4122)	\$55,465.00	\$1,814.77	\$2,630.61	\$52,834.39	\$4,622.08	\$9,244.17	\$6,613.56
Total	\$257,949.00	\$15,315.19	\$23,613.04	\$234,335.96	\$21,495.75	\$42,991.50	\$19,378.46
T&TA	\$5,257.00	\$0.37	\$0.37	\$5,256.63	\$438.08	\$876.17	\$875.80
Total							
USDA Reimbursements through December 2023							\$1,088.30
Estimated USDA Reimbursement for January 2024							\$1,606.79
Resulting (over)/under with USDA							\$22,073.55

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$5,900.00

<b>Further Analysis</b>	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$128,974.50	\$7,657.60	\$11,806.52	\$10,747.88	\$21,495.75	\$9,689.23
Per Child	\$16,121.81	\$957.20	\$1,475.82	\$1,343.48	\$2,686.97	\$1,211.15

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$65,802.00	\$2,007.25	\$4,075.58	\$61,726.42



HEAD START and EHS NUTRITION PROGRAM

February 2024 Financial Report

For the month of January 2024

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	6,656.81	29,989.02
Administrative Labor		1,271.21	4,058.21
Food		11,371.20	42,773.38
Supplies & Equipment		920.82	2,717.89
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	150.00
Other		-	0.00
Total	\$	20,220.04	\$ 79,688.50

TDHS REVENUE	12,012.42	52,544.27
(Income Starts October 2023)		

## Financial Report for the month of February 2024

% of contract	87%
% of money	90%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 03/31/2024</i>							
Personnel	\$159,248.16	7,219.80	\$159,248.16	\$0.00	\$10,616.54	\$138,015.07	<b>(\$21,233.09)</b>
Fringe Benefits	53,987.58	2,292.46	\$34,355.10	19,632.48	3,599.17	46,789.24	12,434.14
Travel*	9,010.50	2,213.94	\$5,387.51	3,622.99	600.70	7,809.10	2,421.59
Equipment	10,070.43	400.58	\$5,927.65	4,142.78	671.36	8,727.71	2,800.06
Supplies	15,746.44	126.00	\$6,511.02	9,235.42	1,049.76	13,646.91	7,135.89
Contractual	3,629.50	336.18	\$3,005.22	624.28	241.97	3,145.57	140.35
Other	152,966.09	16,371.44	\$165,036.53	<b>(12,070.44)</b>	10,197.74	132,570.61	(32,465.92)
Indirect Costs	43,114.30	0.00	\$21,772.00	21,342.30	2,874.29	37,365.73	15,593.73
<b>Total</b>	<b>\$447,773.00</b>	<b>\$28,960.40</b>	<b>\$401,243.19</b>	<b>\$46,529.81</b>	<b>\$29,851.53</b>	<b>\$388,069.93</b>	<b>(\$13,173.26)</b>
<b>Future Payments</b>							<b>\$0.00</b>

# CEAP SUPPLEMENTAL 2023

## Financial Report for the month of February 2024

CEAP Current Program (January 2024 Expenditures)

% of contract	87%
% of money	88%

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>		
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 03/31/2024</i>						Minimum	Maximum	
Administration*	\$97,868.00	0.00	\$97,868.00	\$0.00	8%	\$6,524.53 min	\$73,938.38 max	(\$23,929.62)
Household Crisis**	545,249.00	0.00	\$95,473.18	449,775.82		105,940.78 min	545,249.00 max	449,775.82
Utility Assistance**	545,249.00	(4,565.21)	\$963,934.63	(418,685.63)		105,940.78 min	545,249.00 max	(418,685.63)
Program Services	167,140.00	16,585.47	\$35,278.70	131,861.30	3%	11,142.67 min	87,574.92 max	52,296.22
Total	\$1,355,506.00	\$12,020.26	\$1,192,554.51	\$162,951.49		\$229,548.76	\$1,252,011.30	\$59,456.79

\*Cannot be over-budget by end of contract \*\*Must be at least 10% of total expenditures

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments	8.2%	Program Services with Future Payments	109%
		Future Payments	\$0.00

# LOW INCOME WATER ASSISTANCE PROGRAM

## Financial Report for the month of February 2024

LIWAP Current Program (January 2024 Expenditures)

% of contract	93%
% of money	94%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Grant Administered From 01/01/2022 to 03/15/2024</i>							
Administration	\$83,090.00	0.00	\$50,897.92	\$32,192.08	\$3,077.41	\$76,935.19	\$26,037.27
Direct Services	479,425.00	(1,537.45)	\$532,544.74	(53,119.74)	17,756.48	443,912.04	(88,632.70)
Program Services	70,311.00	0.00	\$9,610.93	60,700.07	2,604.11	65,102.78	55,491.85
Total	\$632,826.00	(\$1,537.45)	\$593,053.59	\$39,772.41	\$23,438.00	\$585,950.00	(\$7,103.59)

Future Payments \$0.00

# CSBG 2024

## Financial Report for the month of February 2024

CSBG Current Program (January 2024 Expenditures)

% of contract	8%
% of money	10%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2024</i>							
Personnel	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Travel*	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Contractual	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Other	0.00	15,880.40	\$15,880.40	(15,880.40)	0.00	0.00	(15,880.40)
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>\$155,353.00</b>	<b>\$15,880.40</b>	<b>\$15,880.40</b>	<b>\$139,472.60</b>	<b>\$12,946.08</b>	<b>\$12,946.08</b>	<b>(\$2,934.32)</b>

**Future Payments** \$0.00

# CEAP 2024

## Financial Report for the month of February 2024

CEAP Current Program (January 2024 Expenditures)

% of contract	8%
% of money	1%

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>			
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2024</i>					<u>Minimum</u>		<u>Maximum</u>	
Administration*	\$140,212.00	8,082.55	\$8,082.55	\$132,129.45	28%	\$0.00 min	\$1,781.86 max	(\$6,300.69)
Household Crisis**	780,078.00	0.00	\$0.00	780,078.00		283.71 min	780,078.00 max	780,078.00
Utility Assistance**	780,079.00	2,837.14	\$2,837.14	777,241.86		283.71 min	780,079.00 max	777,241.86
Program Services	239,124.00	17,820.00	\$17,820.00	221,304.00	####	0.00 min	1,652.57 max	(16,167.43)
Training Travel	2,500.00	0.00	\$0.00	2,500.00		0.00 min	2,500.00 max	2,500.00
<b>Total</b>	<b>\$1,941,993.00</b>	<b>\$28,739.69</b>	<b>\$28,739.69</b>	<b>\$1,913,253.31</b>		<b>\$567.43</b>	<b>\$1,566,091.43</b>	<b>\$1,537,351.74</b>

\*Cannot be over-budget by end of contract \*\*Must be at least 10% of total expenditures

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments

28.1%

Program Services with Future Payments

0

**Future Payments** \$0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS  
Check/Voucher Register - Check Register  
From 1/1/2022 Through 1/31/2022

1045 - TEXANA  
ACCOUNTS  
PAYABLE  
DISBURSEMENT  
2

Check Number	Effective Date	Vendor Name	Check Amount	Description
79236	01/04/24	A & R SERVICE CENTER LLC	161.00	Vehicle - Repair
79237	01/04/24	ABERNATHY COMPANY	3,081.64	Cleaning Supplies
79238	01/04/24	ABILA	1,161.07	Software Support
79239	01/04/24	ADT SECURITY SERVICES	119.97	Bldg Maint - Alarm Svc
79240	01/04/24	AEP-SWEPKO-EA	853.00	Client Assistance
79241	01/04/24	AFLAC	1,039.70	Employee Insurance
79242	01/04/24	AT&T	92.47	Utilities - Phone / Internet
79243	01/04/24	BEN E KEITH CO	2,783.87	HS Grocery
79244	01/04/24	BLUE CROSS BLUE SHIELD	65.15	Employee Insurance
79245	01/04/24	BLUE MARLIN INVESTMENT PROPERTIES, LLC	830.00	Client Assistance
79246	01/04/24	BOB GATES	650.00	Client Assistance
79247	01/04/24	BOWIE CASS	36.00	Client Assistance
79248	01/04/24	Brad Sears Rentals	195.00	Client Assistance
79249	01/04/24	BRANDON ELLIOTT	500.00	Client Assistance
79250	01/04/24	CENTERPOINT ENERGY	76.99	Client Assistance
79251	01/04/24	CENTERPOINT ENERGY ENTEX	259.10	Utilities - Power
79252	01/04/24	CHAD CLEMENTS	257.00	Client Assistance
79253	01/04/24	CITY OF HUGHES SPRINGS	374.94	Utilities - City Svcs
79254	01/04/24	CITY OF JEFFERSON WATER .	591.79	Utilities - City Svcs
79255	01/04/24	CITY OF LINDEN	346.01	Utilities - City Svcs
79256	01/04/24	CITY OF NEW BOSTON	55.95	Utilities - City Svcs
79257	01/04/24	CITY OF PITTSBURG	596.44	Client Assistance
79258	01/04/24	Craig Bohuslav	986.00	Client Assistance
79259	01/04/24	CSNT ORG PAYEE	104.00	Client Assistance
79260	01/04/24	DISCOUNT SCHOOL SUPPLY	287.46	HS Classroom Supply
79261	01/04/24	EAST TEXAS REALTY	300.00	Rent
79262	01/04/24	ETEX TELEPHONE CORP, INC.	5,633.00	Utilities - Phone / Internet
79263	01/04/24	FEDERAL EXPRESS	179.26	Postage
79264	01/04/24	GREEN MOUNTAIN ENERGY	15.00	Client Assistance
79265	01/04/24	Heartland Village - MAIN OFFICE	659.00	Client Assistance
79266	01/04/24	HIEM Legacy Corp (Magnolia Garden)	1,525.00	Client Assistance
79267	01/04/24	James Jackson	900.00	Client Assistance
79268	01/04/24	JIMMY MITCHELL	899.00	Client Assistance
79269	01/04/24	KAPLAN EARLY LEARNING COMPANY	1,467.02	HS Classroom Supply
79270	01/04/24	KATHY JO RODGERS	298.00	Client Assistance
79272	01/04/24	LAKESHORE LEARNING MATERIALS	6,815.51	HS Classroom Supply
79273	01/04/24	LARRY WRIGHT	390.00	Client Assistance
79274	01/04/24	LITTLE COUNTRY GREENHOUSE	35.00	HS Field Trip
79275	01/04/24	MARGARETT JOHNSON	364.00	Client Assistance
79276	01/04/24	MCI	69.71	Utilities - Phone / Internet
79277	01/04/24	MOORE PEST CONTROL	310.00	Bldg Maint - Pest Control
79278	01/04/24	MOTE HOLDINGS, LLC	1,200.00	Client Assistance
79279	01/04/24	MOUNT PLEASANT HOUSING AUTHORITY	161.00	Client Assistance
79280	01/04/24	NAPLES HARDWARE & SUPPLIES LLC	14.99	Bldg Maint - Bldg Maint
79281	01/04/24	PAM MCMICHEAL	471.00	Client Assistance
79282	01/04/24	PEST-PRO SERVICES INC	250.00	Bldg Maint - Pest Control
79283	01/04/24	PRIMROSE ESTATES	349.00	Client Assistance
79284	01/04/24	PTL VILLAGE LLC	620.00	Client Assistance
79285	01/04/24	QUEEN CITY WATERWORKS	319.00	Client Assistance
79286	01/04/24	RELIABLE ALARM SERVICE, LLC	45.00	Bldg Maint - Alarm Svc
79287	01/04/24	RELIABLE MANAGEMENT	600.00	Client Assistance
79288	01/04/24	REPUBLIC SERVICES #070	111.29	Utilities - Trash
79289	01/04/24	S.W. ARKANSAS TELE. CO-OP	242.22	Utilities - Phone / Internet
79290	01/04/24	SAM'S CLUB	496.22	Other Employee Costs
79291	01/04/24	SCHOOL SPECIALTY	354.00	HS Classroom Supply

COMMUNITY SERVICES OF NORTHEAST TEXAS  
Check/Voucher Register - Check Register  
From 1/1/2022 Through 1/31/2022

1045 - TEXANA  
ACCOUNTS  
PAYABLE  
DISBURSEMENT  
2

Check Number	Effective Date	Vendor Name	Check Amount	Description
79292	01/04/24	SOUTHWESTERN ELECTRIC POWER	5,855.82	Utilities - Power
79293	01/04/24	TEXARKANA ISD CATERING DEPT	105.40	HS Meals
79294	01/04/24	THE RESIDENCES ON STILLHOUSE ROAD	1,031.00	Client Assistance
79295	01/04/24	TORI DALLAS KINGS LLC	441.00	Client Assistance
79296	01/04/24	TRICO LUMBER CO.	95.44	Bldg Maint - Bldg Maint
79297	01/04/24	VERIZON WIRELESS	2,402.41	Utilities - Phone / Internet
79298	01/04/24	WASTE MANAGEMENT CORPORATE SERVICES, INC.	196.31	Utilities - Trash
79299	01/04/24	WINDSTREAM	398.08	Utilities - Phone / Internet
79300	01/04/24	XEROX CORPORATION	837.84	Copier - Lease / Copy Charge
79301	01/11/24	AMERICAN EXPRESS	9,177.90	Travel and or Supplies
79302	01/11/24	APPLEGATE HEATING & AIR CONDITIONING, LLC	110.00	Bldg Maint - Bldg Maint
79303	01/11/24	ARAMARK UNIFORM & CAREER APPAREL LLC	581.12	Bldg Maint - Cleaning Svcs
79304	01/11/24	AT&T	1,009.24	Utilities - Phone / Internet
79305	01/11/24	BLOOMBURG WATER SUPPLY	52.52	Utilities - Water
79306	01/11/24	BLUE CROSS BLUE SHIELD	40,120.90	Employee Insurance
79307	01/11/24	BOBBY'S B&G AUTOMOTIVE INC.	30.00	Vehicle - Repair
79308	01/11/24	CANDIE HARRIS PETTY CASH CUSTODIAN	97.69	Petty Cash
79309	01/11/24	CASS COUNTY CITIZENS JOURNAL-SUN	195.00	Advertising
79310	01/11/24	CENTERPOINT ENERGY ENTEX	251.64	Utilities - Power
79311	01/11/24	CITY OF LINDEN	61.70	Utilities - City Svcs
79312	01/11/24	ETEX TELEPHONE CORP, INC.	545.80	Utilities - Phone / Internet
79313	01/11/24	KIM'S CONVENIENCE STORES	59.95	Vehicle - Fuel
79314	01/11/24	LINDEN FUEL CENTER	377.79	Vehicle - Fuel
79315	01/11/24	LIQUID ENVIRONMENTAL SOLUTIONS	162.20	Bldg Maint - Bldg Maint
79316	01/11/24	LUMINOUS SERVICES LLC	1,382.18	Bldg Maint - Cleaning Svcs
79317	01/11/24	MUTUAL OF OMAHA PAYMENT PROCESSING CENTER	6,057.27	Employee Insurance
79318	01/11/24	MY ALARM CENTER, LLC.	42.79	Bldg Maint - Alarm Svc
79319	01/11/24	NORTH TEXAS TOLLWAY AUTHORITY	21.69	Vehicle - Repair
79320	01/11/24	ODP BUSINESS SOLUTIONS, LLC	589.59	Office Supplies
79321	01/11/24	PEST-PRO SERVICES INC	85.00	Bldg Maint - Pest Control
79322	01/11/24	PITTSBURG CORNER EXPRESS	94.00	Vehicle - Fuel
79323	01/11/24	SOUTHWESTERN ELECTRIC POWER	49.83	Utilities - Power
79324	01/11/24	STAPLES BUSINESS CREDIT	2,493.63	Office Supplies
79325	01/11/24	TEACHSTONE TRAINING LLC	588.14	HS Classroom Supply
79326	01/11/24	TEXANA LA	2,402.41	Journal Correction
79327	01/11/24	TOSHIBA FINANCIAL SERVICES	1,717.00	Copier - Lease / Copy Charge
79328	01/11/24	TRICO LUMBER CO.	32.73	Bldg Maint - Bldg Maint
79329	01/11/24	VANCO SYSTEMS, INC.	408.16	Copier - Lease / Copy Charge
79330	01/11/24	WILLIE MITCHELL, JR.	360.00	Training
79331	01/24/24	AREA WIDE PROPERTIES	1,400.00	Rent
79332	01/24/24	AT&T	92.47	Utilities - Phone / Internet
79333	01/24/24	ATLANTA ISD	700.00	Rent
79334	01/24/24	ATLANTA ISD FOOD SERVICE	359.75	HS Meals
79335	01/24/24	B & S TRUE VALUE HARDWARE	61.97	Bldg Maint - Bldg Maint
79336	01/24/24	BARBARA LARRY, LPC	717.50	HS Consultant
79337	01/24/24	BEN E KEITH CO	2,884.73	HS Grocery
79338	01/24/24	BIG COUNTRY TREE SERVICE, LLC	950.00	Bldg Maint - Tree Svcs
79339	01/24/24	BRENDA DAVIS	923.55	Employee Reimbursement
79340	01/24/24	BRITTANY SMITH	32.75	Employee Reimbursement
79341	01/24/24	CAP SYSTEMS, INC	32,400.00	Software Support
79342	01/24/24	CARCO GROUP INC	46.10	Pre-Employment
79343	01/24/24	CECELIA HUFF	60.26	Board Member Reimbursement
79344	01/24/24	CENTERPOINT ENERGY ENTEX	547.39	Utilities - Power
79345	01/24/24	CRISTAL SMITH	34.06	Policy Member Reimbursement
79346	01/24/24	ETEX TELEPHONE CORP, INC.	5,634.58	Utilities - Phone / Internet

COMMUNITY SERVICES OF NORTHEAST TEXAS  
Check/Voucher Register - Check Register  
From 1/1/2022 Through 1/31/2022

1045 - TEXANA  
ACCOUNTS  
PAYABLE  
DISBURSEMENT  
2

Check Number	Effective Date	Vendor Name	Check Amount	Description
79347	01/24/24	FEDERAL EXPRESS	14.34	Postage
79348	01/24/24	GLENN B. LANIER	240.00	Rent
79349	01/24/24	GREG'S MIRACLE MART	177.95	Vehicle - Fuel
79350	01/24/24	HEALTHCARE EXPRESS LLP	143.00	Pre-Employment
79351	01/24/24	HEALTHJOY LLC	976.50	Employee Insurance
79352	01/24/24	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	28.95	Bldg Maint - Alarm Svc
79353	01/24/24	HUGHES SPRINGS ISD	800.00	Rent
79354	01/24/24	JEREMY BOOKER	61.57	Employee Reimbursement
79355	01/24/24	JIMMIE RAY AYERS	2,400.00	Rent
79356	01/24/24	KELLY JAMES	40.58	Employee Reimbursement
79357	01/24/24	MARTAVIUS JONES	89.08	Policy Member Reimbursement
79358	01/24/24	MEGAN HERVEY	52.40	Employee Reimbursement
79359	01/24/24	MOORE PEST CONTROL	165.00	Bldg Maint - Pest Control
79360	01/24/24	R. MORGAN, LLC	1,000.00	Rent
79361	01/24/24	SAM'S CLUB	53.18	Membership
79362	01/24/24	SKAGGS TRAVEL STOPS INC.	38.01	Vehicle - Fuel
79363	01/24/24	SMALL BUSINESS ADMINISTRATION	641.00	Rent
79364	01/24/24	SOCIAL SECURITY ADMINISTRATION	772.71	Client Assistance
79365	01/24/24	SOCIAL SECURITY ADMINISTRATION	444.14	Client Assistance
79366	01/24/24	SOCIAL SECURITY ADMINISTRATION	166.89	Client Assistance
79367	01/24/24	SOUTHWESTERN ELECTRIC POWER	3,505.72	Utilities - Power
79368	01/24/24	TACAA, INC.	5,450.00	Membership
79369	01/24/24	TERESA THOMPSON	44.54	Policy Member Reimbursement
79370	01/24/24	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
79371	01/24/24	TEXARKANA ISD CATERING DEPT	1,790.76	HS Meals
79372	01/24/24	TRICO LUMBER CO.	6.49	Bldg Maint - Bldg Maint
79373	01/24/24	TURNER DAVID K	1,000.00	Rent
79374	01/24/24	VERIZON WIRELESS	2,399.06	Utilities - Phone / Internet
79375	01/24/24	WILLIAMS CHAPEL BAPTIST CHURCH	1,000.00	Rent
79376	01/24/24	WINDSTREAM	606.54	Utilities - Phone / Internet
79377	01/24/24	XEROX CORPORATION	836.82	Copier - Lease / Copy Charge
79378	01/25/24	MICHELLE MOREHEAD	287.14	Per Diem Travel
79379	01/30/24	ABILA	1,161.06	Software Support
79380	01/30/24	AEP-SWEP-EO	2,837.14	Cleaning Supplies
79381	01/30/24	AFLAC	1,039.70	Employee Insurance
79382	01/30/24	B & S TRUE VALUE HARDWARE	15.99	Bldg Maint - Bldg Maint
79383	01/30/24	BOBBY'S B&G AUTOMOTIVE INC.	49.50	Vehicle - Repair
79384	01/30/24	CAMCO ELEVATOR INC	2,684.00	Bldg Maint - Bldg Maint
79385	01/30/24	CAMP COUNTY DODGE JEEP RAM	75.04	Vehicle - Repair
79386	01/30/24	CENTERPOINT ENERGY ENTEX	203.44	Utilities - Power
79387	01/30/24	CENTERPOINT ENERGY ENTEX	106.64	Utilities - Power
79388	01/30/24	CITY OF HUGHES SPRINGS	347.36	Utilities - City Svcs
79389	01/30/24	CITY OF LINDEN	413.87	Utilities - City Svcs
79390	01/30/24	CRUMP'S IGA	61.39	Meeting
79391	01/30/24	CSNT ORG PAYEE	156.00	Client Assistance
79392	01/30/24	DAINGERFIELD - LONE STAR ISD	70.00	HS Meals
79393	01/30/24	DAINGERFIELD CHAMBER OF COMMERCE	62.40	Membership
79394	01/30/24	FRANCES EVANS	262.50	Employee Reimbursement
79395	01/30/24	HAMILTON PROPERTIES	216.00	Client Assistance
79396	01/30/24	HUGHES SPRINGS ISD	218.25	HS Meals
79397	01/30/24	LAKESHORE LEARNING MATERIALS	393.07	HS Classroom Supply
79398	01/30/24	MARIA SOLIS	400.00	Client Assistance
79399	01/30/24	MOUNT PLEASANT HOUSING AUTHORITY	179.00	Client Assistance
79400	01/30/24	MOUNTAIN VALLEY OF TEXARKANA	148.00	Dept bottle water
79401	01/30/24	NAPLES HARDWARE & SUPPLIES LLC	24.77	Bldg Maint - Bldg Maint



COMMUNITY SERVICES OF NORTHEAST TEXAS  
Check/Voucher Register - Check Register  
From 1/1/2022 Through 1/31/2022

1045 - TEXANA  
ACCOUNTS  
PAYABLE  
DISBURSEMENT  
2

Check Number	Effective Date	Vendor Name	Check Amount	Description
79403	01/30/24	ODP BUSINESS SOLUTIONS, LLC	3,757.63	Office Supplies
79404	01/30/24	ROBBIE HUDSON	160.00	Employee Reimbursement
79405	01/30/24	SCHOOL SPECIALTY	691.92	HS Classroom Supply
79406	01/30/24	SCHOOLSIN	258.63	HS Classroom Supply
79407	01/30/24	SOCIAL SECURITY ADMINISTRATION	872.10	Client Assistance
79408	01/30/24	SOCIAL SECURITY ADMINISTRATION	340.28	Client Assistance
79409	01/30/24	SOCIAL SECURITY ADMINISTRATION	1,167.00	Client Assistance
79410	01/30/24	SOUTHWESTERN ELECTRIC POWER	2,407.56	Utilities - Power
79411	01/30/24	TEACHSTONE TRAINING LLC	625.00	HS Classroom Supply
79412	01/30/24	TEXANA CSBG A	16.00	Journal Correction
79413	01/30/24	TEXANA HEAD START	32.00	Journal Correction
79414	01/30/24	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	1,366.89	Refund
79415	01/30/24	TOSHIBA FINANCIAL SERVICES	550.00	Copier - Lease / Copy Charge
79416	01/30/24	TRICO LUMBER CO.	198.21	Bldg Maint - Bldg Maint
79417	01/30/24	TXU-ASSISTANCE GROUP	76.03	Client Assistance
79418	01/30/24	VENUS HORNBUCKLE PETTY CASH CUSTODIAN	17.96	Petty Cash
79419	01/30/24	WINDSTREAM	10.84	Utilities - Phone / Internet
Report Total			<u>220,751.59</u>	

**Community Services of Northeast Texas, Inc.**  
*Credit Usage Report*

**Board Report -February 2024**

Sam's Club

Purchases for November 2023		496.22
Payment due by 12/28/2023	Pd on 01/04/2024	<u>(496.22)</u>
Balance		-

Sam's Club

Purchases for January 2024		53.18
Payment due by 01/28/2024	Pd on 01/24/2024	<u>(53.18)</u>
Balance		-

American Express

Purchases for December 2023		9,177.90
Payment due by ---	Pd on 01/11/2024	<u>(9,177.90)</u>
Balance		-

Line of Credit

Program	VSN	CSBG A	TBRA	CEAP CARES
Highest January 2024 Balance	26,630.00	7,450.00	12,040.00	
Current balance		-		
Exp pay off date				

In House Line of Credit

Program	CSBG B	CSBG A	CEAP B	VSN
Highest January 2024 Balance	5,575.00	13,205.00	17,705.00	44,946.00
Current balance	5,575.00	6,400.00	19,695.00	40,346.00
Exp pay off date	2/28/2024	2/28/2024	2/28/2024	3/31/2024

U.S. SMALL BUSINESS ADMINISTRATION LOAN

**Maturity Date 06/15/2050**  
 \$155,494.94 as of 02/13/2024

Use blue or black ink,  
detach & mail with your  
check.

Account Number

~~045002049330614~~

New Balance

\$496.22

Total Minimum Payment Due

\$50.00

Payment Due Date

12/28/2023

Amount

Enclosed

\$

VIEW AND PAY YOUR BILL ONLINE!  
[SamsClubCredit.com/businesscard](https://SamsClubCredit.com/businesscard)

No other correspondence please.

Print new address or email changes on back.

COMMUNITY COUNCIL OF CASS  
KAY PHILLIPS  
PO BOX 427  
LINDEN TX 75563-0427

246905  
Q210



Make SAM'S CLUB/SYNCHRONY BANK  
Payment P.O. BOX 669825  
to: DALLAS, TX 75266-0782



00050000013044 000500000049622 000~~049622~~ ~~00000000~~ ~~07022~~



COMMUNITY COUNCIL OF CASS  
Account Number ending in 0676



synchrony

PAGE 1 of 5

Visit us at [SamsClubCredit.com/businesscard](https://SamsClubCredit.com/businesscard) or Call 1-800-203-5764

## Payment Information



New Balance:	\$496.22
Total Minimum Payment Due:	\$50.00
Payment Due Date:	12/28/2023

Payments must be received by 5pm ET on 12/28/2023 if mailed, or by 11:59pm ET on 12/28/2023 for online and phone payments.

MEMBER SERVICE: For Account Information log on to [SamsClubCredit.com/businesscard](https://SamsClubCredit.com/businesscard). This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay\* or MoneyGram locations\*. \* Fees may apply.

## Account Summary

Previous Balance as of 11/09/2023	\$0.00	Credit Limit	\$1,700
Purchases/Debits	+ 496.22	Available Credit	\$1,203
New Balance as of 12/08/2023	\$496.22		

30 Day Billing Cycle from 11/09/2023 to 12/08/2023

CC Shelley

# Skip the checkout line with Scan & Go<sup>TM</sup> shopping!

Download the Sam's Club<sup>®</sup> app.  
Then select the Scan & Go feature.



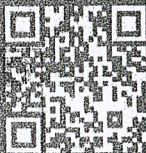
Shop and scan.  
Scan item barcodes as you go.



Pay with your Sam's Club  
Business Credit Card.\*



Head to the door.  
Show your digital receipt and go.



DEC 13 2023

BY: KNC

\*Subject to credit approval.

Synchrony Bank does not provide, endorse or guarantee any Sam's Club services or policies.



COMMUNITY COUNCIL OF CASS  
Account Number ending in [REDACTED]



PAGE 2 of 5

Visit us at [SamsClubCredit.com/businesscard](http://SamsClubCredit.com/businesscard) or Call 1-800-203-5764

**See what new items have landed at your club.**

Visit [SamsClub.com/NewItems](http://SamsClub.com/NewItems) or scan the QR code to check them out.



### Transaction Detail

Date	Reference #	Description	Amount
Purchases and Other Debits			\$496.22
11/09	P9280009501GQN1BY	SAM'S CLUB 008295 TEXARKANA TX	\$323.04
		SAM'S/WAL-MART PURCHASE(S)	
11/29	P928000AE01TFZEEB	SAMS CLUB.COM 006279 BENTONVILLE AR	\$173.18
		SAM'S/WAL-MART PURCHASE(S)	
		Total for SHELLY MITCHELL	\$496.22
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00

### Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

(v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	29.99% (v)	\$0.00	\$0.00	2D

### Cardholder News and Information

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

### Member News and Information

Interested in changing your due date for your Sam's Club® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.

Go green and support the environment with paperless statements! All you have to do is visit [SamsClubCredit.com/businesscard](http://SamsClubCredit.com/businesscard) to sign up. Register today to start receiving your statements online.



## COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~8046 0020 333 0574~~

DATE OF SALE #: 231109

P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000703

CLUB #: 8295

REFERENCE #: P9280009S01GQN1BY

TRANSACTION #: 0

REGISTER #: 94

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
004801984	CUTLERY COMBO PACK	1.000	EA	\$15.9800	\$15.98
005333733	LAY'S	1.000	EA	\$18.9800	\$18.98
005765070	RED DIAMOND SWT TEA	4.000	EA	\$2.4800	\$9.92
053390527	CHICKEN SALAD SANWIC	11.240	EA	\$6.6806	\$75.09
053675387	16 OZ CUPS	1.000	EA	\$11.5800	\$11.58
054412411	FRUIT & CHEESE TRAY	5.270	EA	\$4.4800	\$23.61
054730922	HLF SHEET SPEC ORDER	1.000	EA	\$20.9800	\$20.98
055511713	MEMBER'S MARK NAPKIN	1.000	EA	\$10.9800	\$10.98
055607090	MM 6.25 CLEAR PLATES	1.000	EA	\$14.9800	\$14.98
055607115	MM 9 IN CLEAR PLATES	2.000	EA	\$14.9800	\$29.96
057208817	ASSORTED WRAP	12.460	EA	\$5.3804	\$67.04
057229406	HMS FRUIT TRAY	5.730	EA	\$4.4397	\$25.44
060108687	MM 660_CT 2_PLY NAP	1.000	EA	\$1.5000-	\$1.50-
SUB \$323.04		TAX \$0.00		TOTAL INVOICE	\$323.04
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$323.04

## COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~8046 0020 333 0574~~

DATE OF SALE #: 231129

P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000572

CLUB #: 6279

REFERENCE #: P928000AE01TFZEED

TRANSACTION #: 0

REGISTER #: 89

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$13.20
052942890	PRO PLUS WATER	1.000	EA	\$159.9800	\$159.98
SUB \$159.98		TAX \$13.20		TOTAL INVOICE	\$173.18
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$173.18



Remittance Account Number: 3785-964748-91000

## AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD  
CSNT INC  
304 E. HOUSTON ST.  
LINDEN, TX, 75563

Statement Date: 10/28/2023

Load Number: 113096  
Remittance Account Number: **3785-964748-91000**  
Corporate ID: 102313

### Account Summary

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Previous Balance	Charges (+)	Credits (-)	Other Charges (+)	Debit Adjustment (+)	Other Credits (-)	Current Due	Payments (-)	Debit Remittances for Credit Balances (+)
\$3,123.44	\$2,619.31	(\$147.96)	\$0.00	\$88.97	\$0.00	\$2,560.32	\$0.00	\$0.00
<i>Paid last week due now</i>								

ACCOUNT(S) SHOWS UNPAID ITEMS 30 DAYS AND 60 DAYS PAST DUE

### Account Aging Summary

Current Due	\$2,560.32
30 Days Past Due	\$1,888.07
60 Days Past Due	\$1,087.41
90 + Days Past Due	\$0.00

### Historical Balance Summary

Month	Balance
September	\$3,123.44
August	\$2,416.56
July	\$7,246.35

CPC Statement Contains

Remittance Advice .....  
List of Accounts .....  
Transaction Details .....  
Important Account Information .....

4  
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8

Payment Due Date: 11/11/2023

Past due	Total Due Payable in US Dollars
\$3,123.44	By 11/11/2023 \$5,683.76

*CC Snell*

FOR ASSISTANCE CONTACT OUR PROGRAM ADMINISTRATOR CUSTOMER SERVICE UNIT -- TOLL FREE -- 1-800-492-4979  
SEND REMITTANCES TO AMERICAN EXPRESS AT: American Express CPS Remittance Processing-Suite A 20500 Belshaw Ave, Carson, CA 90746





Remittance Account Number: 3785-964748-91000

## AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Statement Date: 10/28/2023

Load Number: 113096  
Remittance Account Number: 3785-964748-91000  
Corporate ID: 102313

MICHELLE MOREHEAD  
CSNT INC  
304 E. HOUSTON ST.  
LINDEN, TX, 75563

### Remittance Advice

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Name	Employee ID	Cost Center	Account Aging				Account Number	Balance Due
			30	60	90+			
CREW DYKES							3796-566037-81008	\$2,436.17
MICHELLE MOREHEAD							3796-573232-41000	\$3,247.59
No. of Accounts: 2			30				BCA Subtotal: <u>3785-964748-91000</u>	\$5,683.76

Total Accounts: 2

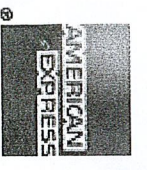
Remittance Account Total: \$5,683.76

Amount Owed (\$): \$5,683.76

Amount Paid (\$) \$

Payment Due Date: 11/11/2023





MICHELLE MOREHEAD  
CSNT INC  
304 E. HOUSTON ST.  
LINDEN, TX, 75563

Statement Date: 10/28/2023

Load Number: 113096  
Remittance Account Number: ~~3785-964748-91000~~  
Corporate ID: 102313

**List of Accounts** **TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT**

Account Number	Account Name	Previous Balance	Charges (+)	Credits (-)	Debit Adjustment (+)	Current Due	Payments (-)	Debit Remittances For Credit Balances (+)
<del>3208-568037-81008</del>		\$1,723.47	\$661.17	\$0.00	\$51.53	\$712.70	\$0.00	\$0.00
CREW DYKES			\$0.00	\$0.00				
3796-573232-41000		\$1,399.97	\$1,958.14	(\$147.96)	\$37.44	\$1,847.62	\$0.00	\$0.00
MICHELLE MOREHEAD			\$0.00	\$0.00				
No. of Accounts: 2		BCA Subtotal:		3785-964758-91009		\$5,683.76		

Total Accounts: 2 **Remittance Account Total: \$5,683.76**

Payment Due Date: 11/11/2023





Remittance Account Number: 3785-964748-91000

## AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: **3785-964748-91000**  
Account Name: **MICHELLE MOREHEAD**  
Employee ID:  
Universal ID:

Statement Date: 10/28/2023

Previous Balance: \$1,399.97  
Cost Center:  
Spending Limit / Type: \$50,000.00 /TRN,  
\$50,000.00 /MTM

### Transaction Details

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
WAL-MART SUPERCENTER MOUNT PLEASANT DOCUSIGN SEATTLE WA	0032720001003	78994728000		09/29/2023	09/29/2023	\$200.00
ABVI PARIS TEXAS 650 PARIS	0078994728000			09/29/2023	09/30/2023	\$511.68
CAMBRIA HOTEL AUSTIN AUSTIN	0010156320230			09/29/2023	09/30/2023	\$364.00
RESIDENTS INN DENTON DENTON TX76210	0086898141000			10/06/2023	10/07/2023	\$432.84
LOWESTEXARKANA 174 TEXARKANA TX75501	0062002000000	62002	62002	10/11/2023	10/12/2023	(\$147.96)
RESIDENTS INN DENTON DENTON TX76210	0000000000000	INV # 933	NA	10/11/2023	10/12/2023	\$447.00
DELINQUENCY CHARGE ON 1,252.01	0000000000000	C5 62001	62001	10/14/2023	10/14/2023	\$262.00
	0000000000000			10/28/2023	10/28/2023	\$37.44

Transaction Total for MICHELLE MOREHEAD - **3785-964748-91000**

\$3,247.59





Remittance Account Number: 3785-964748-91000

## AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: **3785-964748-91000**

Account Name: MICHELLE MOREHEAD

Employee ID:

Universal ID:

Statement Date: 10/28/2023

Previous Balance: \$1,399.97

Cost Center:

Spending Limit / Type:

\$50,000.00 / TRN,  
\$50,000.00 / MTH

### Transaction Details

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
WAL-MART SUPERCENTER MOUNT PLEASANT	0032720001003			09/29/2023	09/29/2023	\$200.00
DOCUSIGN SEATTLE WA	0078994728000	78994728000		09/29/2023	09/30/2023	\$511.68
ABVI PARIS TEXAS 650 PARIS	0010156320230			09/29/2023	09/30/2023	\$364.00
CAMBRIA HOTEL AUSTIN AUSTIN	0086898141000			10/06/2023	10/07/2023	\$432.84
RESIDENTS INN DENTON DENTON TX76210	0062002000000	62002	62002	10/11/2023	10/12/2023	(\$147.96)
LOWESTEXARKANA 174 TEXARKANA TX75501	0000000000000	INV # 933	NA	10/11/2023	10/12/2023	\$447.00
RESIDENTS INN DENTON DENTON TX76210	0000000000000	C5 62001	62001	10/14/2023	10/14/2023	\$2.62
DELINQUENCY CHARGE ON 1,252.01	0000000000000			10/28/2023	10/28/2023	\$37.44

Transaction Total for MICHELLE MOREHEAD - **3785-964748-91000**

**\$3,247.59**

Waiting on the  
Hotel to send me  
info. on the \$2.62  
He said someone new  
was working and  
charged that not  
meaning to, will  
bring as soon as I  
get it. Thanks, Kristel





AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: **0799-566037-81008**  
Account Name: **CREW DYKES**  
Employee ID:  
Universal ID:

Statement Date: 12/28/2023

Previous Balance: \$10,409.22  
Cost Center  
Spending Limit / Type: \$50,000.00 /TRN,  
\$50,000.00 /MTH

Transaction Details

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
TECHSOUP 000000001 SAN FRANCISCO	ddfd8737-0a			12/04/2023	12/05/2023	\$972.00
AMAZON MARKETPLACE NA PA SEATTLE WA98109	0000000000000000	52ATR5ADP	111-4565921-95730	12/07/2023	12/08/2023	\$1,102.28
AMAZON MARKETPLACE NA PA SEATTLE WA98109	0000000000000000	4RGOVAE2C	111-6109614-61906	12/07/2023	12/14/2023	\$676.99
STARLINK INTERNET 06 HAWTHORNE	0073011003345			12/10/2023	12/11/2023	\$120.00
AMAZON MARKETPLACE NA PA SEATTLE WA98109	0000000000000000	3HKMU93M7	111-6109614-61906	12/11/2023	12/12/2023	\$600.99
TECHSOUP 000000001 SAN FRANCISCO	5d53d2aa-1f			12/11/2023	12/12/2023	\$20.00
AMAZON.COM LLC SEATTLE WA98109	0000000000000000	6Z1UG5969	111-6858350-01786	12/11/2023	12/12/2023	\$1,199.98
AMAZON MARKETPLACE NA PA SEATTLE WA98109	0000000000000000	706JVQ5IA	111-3981758-69522	12/13/2023	12/13/2023	\$1,467.76
TECHSOUP 000000001 SAN FRANCISCO	7ab981aa-ea			12/14/2023	12/15/2023	\$70.00
CORPORATE REMITTANCE RECEIVED	0004611000000			12/18/2023	12/21/2023	(\$10,409.22)

Transaction Total for CREW DYKES - **0799-566037-81008**

\$6,230.00

CC Shelly





AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: **3796 87232 41000**  
Account Name: MICHELLE MOREHEAD  
Employee ID:  
Universal ID:

Statement Date: 12/28/2023

Previous Balance: \$6,679.14  
Cost Center:  
Spending Limit: Type: \$50,000.00 /TRN,  
\$50,000.00 /MTH

Transaction Details

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
DOLLAR GENERAL 00272 LINDEN TX	00537000000000	537000000000		12/01/2023	12/02/2023	\$154.95
DOLLAR GENERAL 00272 LINDEN TX	00531000000000	531000000000		12/01/2023	12/02/2023	\$154.95
CORPORATE REMITTANCE RECEIVED	00080100000000			12/04/2023	12/04/2023	(\$1,847.62)
RESIDENTS INN DENTON DENTON TX76210	00292310000000	29231	29231	12/05/2023	12/06/2023	(\$2.68)
RESIDENTS INN DENTON DENTON TX76210	00292320000000	29232	29232	12/05/2023	12/06/2023	(\$2.68)
RESIDENTS INN DENTON DENTON TX76210	00292330000000	29233	29233	12/05/2023	12/06/2023	(\$2.68)
NATIONAL CACFP SPONS ROUND ROCK	00147500030000			12/12/2023	12/12/2023	\$718.00
BEST WESTERN PINEWOOD ATLANTA TX	00916440000000	916440000000		12/14/2023	12/15/2023	\$949.13
LEGACYCOM EVANSTON IL	PO1184461247			12/14/2023	12/15/2023	\$141.31
SOUTHWEST AIRLINES ( DALLAS	5262234304295			12/15/2023	12/16/2023	\$418.80
SOUTHWEST AIRLINES ( DALLAS	5262234304294			12/15/2023	12/16/2023	\$418.80
CORPORATE REMITTANCE RECEIVED	00046110000000			12/18/2023	12/21/2023	(\$4,831.52)

Transaction Total for MICHELLE MOREHEAD - **3796 87232 41000**

**\$2,947.90**



AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD  
CSNT INC  
304 E. HOUSTON ST.  
LINDEN, TX, 75563

Statement Date: 12/28/2023

Load Number: 113096  
Remittance Account Number: 62862961742291000  
Corporate ID: 102313

Account Summary

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Previous Balance	Charges (+)	Credits (-)	Other Charges (+)	Debit Adjustment (+)	Other Credits (-)	Current Due	Payments (-)	Debit Remittances for Credit Balances (+)
\$17,088.36	\$9,185.94	(\$8.04)	\$0.00	\$0.00	\$0.00	\$9,177.90	(\$17,088.36)	\$0.00

TERMS - PAYABLE IN FULL UPON RECEIPT PER CORPORATE CONTRACT

Account Aging Summary

Current Due	\$9,177.90
30 Days Past Due	\$0.00
60 Days Past Due	\$0.00
90 + Days Past Due	\$0.00

Payment Due Date: 01/11/2024

Past due	Total Due Payable in US Dollars
\$0.00	By 01/11/2024 \$9,177.90

Historical Balance Summary

Month	Balance
November	\$17,088.36
October	\$5,683.76
September	\$3,123.44

CPC Statement Contains

Remittance Advice .....	4
List of Accounts .....	5
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AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD  
CSNT INC  
304 E. HOUSTON ST.  
LINDEN, TX, 75563

Statement Date: 12/28/2023

Load Number: 113096  
Remittance Account Number: ~~4785,986278,91000~~  
Corporate ID: 102313

Remittance Advice

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Name	Employee ID	Cost Center	Account Aging	Account Number	Balance Due
CREW DYKES		30	60	90+	
MICHELLE MOREHEAD					
BCA Subtotal: <del>4785,986278,91000</del>					\$6,230.00
					\$2,947.90
No. of Accounts: 2					\$9,177.90

Total Accounts: 2

Remittance Account Total: \$9,177.90

Payment Due Date: 01/11/2024

Amount Owed (\$): \$9,177.90

Amount Paid (\$) \$





AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD  
CSNT INC  
304 E. HOUSTON ST.  
LINDEN, TX, 75563

Statement Date: 12/28/2023

Load Number: 113096  
Remittance Account Number: 1085-864246-271000  
Corporate ID: 102313

List of Accounts

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Number	Previous Balance	Charges (+)	Credits (-)	Debit Adjustment (+)	Current Due	Payments (-)	Debit Remittances For Credit Balances (+)
<del>2785-864246-271000</del> CREW DYKES	\$10,409.22	\$6,230.00 \$0.00	\$0.00 \$0.00	\$0.00	\$6,230.00	(\$10,409.22)	\$0.00
<del>2785-864246-271000</del> MICHELLE MOREHEAD	\$6,679.14	\$2,955.94 \$0.00	(\$8.04) \$0.00	\$0.00	\$2,947.90	(\$6,679.14)	\$0.00
No. of Accounts: 2					BCA Subtotal:	<del>2785-864246-271000</del>	\$9,177.90


Total Accounts: 2

Remittance Account Total: \$9,177.90

Payment Due Date: 01/11/2024



### Payment Information

	New Balance:	\$549.40
	Amount Past Due:	\$50.00
	Total Minimum Payment Due:	\$109.00
	Payment Due Date:	01/28/2024

Payments must be received by 5pm ET on 01/28/2024 if mailed, or by 11:59pm ET on 01/28/2024 for online and phone payments.

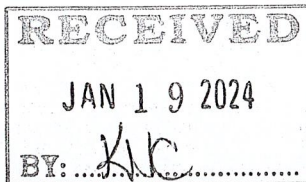
MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay\* or MoneyGram locations\*. \* Fees may apply.

### Account Summary

1-2

Previous Balance as of 12/09/2023	\$496.22	Credit Limit	\$1,700
Fees Charged	+ 39.99	Available Credit	\$1,150
Interest Charges	+ 13.19		
New Balance as of 01/08/2024	\$549.40		
31 Day Billing Cycle from 12/09/2023 to 01/08/2024			



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Scan item barcodes as you go.



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Business Credit Card.\*



Head to the door.  
Show your digital receipt and go.

\*Subject to credit approval.

Synchrony Bank does not provide, endorse or guarantee any Sam's Club services or policies.

CC Shelley

Use blue or black ink,  
detach & mail with your  
check.

Account Number	6046 0020 3032 0624
New Balance	\$549.40
Total Minimum Payment Due	\$109.00
Payment Due Date	01/28/2024

Amount Past Due
\$50.00

Amount Enclosed	\$
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No other correspondence please.  
Print new address or email changes on back.

COMMUNITY COUNCIL OF CASS  
KAY PHILLIPS  
PO BOX 427  
LINDEN TX 75563-0427

14603  
Q212



Make SAM'S CLUB/SYNCHRONY BANK  
Payment P.O. BOX 669825  
to: DALLAS, TX 75266-0782



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**See what new items have landed at your club.**Visit [SamsClub.com/NewItems](https://SamsClub.com/NewItems) or scan the QR code to check them out.**Transaction Detail**

Date	Reference #	Description	Amount
Total Fees Charged This Period			\$39.99
12/28		LATE FEE	\$39.99
Total Interest Charged This Period			\$13.19
01/08	*INTEREST CHARGE*	PURCHASES \$13.19	\$13.19

1-2

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

(v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	29.99% (v)	\$517.93	\$13.19	2D

**Cardholder News and Information**YOUR ACCOUNT IS PAST DUE. PLEASE PAY THE MINIMUM PAYMENT DUE OR  
CONTACT THIS OFFICE AT THE PHONE NUMBER LISTED ON YOUR STATEMENT.

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

**Member News and Information**Go green and support the environment with paperless statements! All you have to do is visit [SamsClubCredit.com/businesscard](https://SamsClubCredit.com/businesscard) to sign up. Register today to start receiving your statements online.

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 1/31/2024

Assets

CASH IN BANK CHECKING	256.97
HEAD START CHECKING	0.00
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	0.00
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	0.00
CASH DONATIONS - LINDEN	0.00
CSBG Checking	0.00
CEAP Checking	0.00
Upshur Rural Checking	0.00
TLC Checking	0.00
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	0.00
SALVATION ARMY CHECKING	1,717.21
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	0.00
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	0.00
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	639.10
TEXANA ACCOUNTS PAYABLE DISBURSEMENT 2	27,455.46
NEW DISBURSEMENT CHECKING	(28,275.06)
TEXANA CSBG A CHECKING	45,595.61
TEXANA CSBG B CHECKING	1,980.65
TEXANA CSBG DISCRETIONARY CHECKING	8,524.02
TEXANA HEAD START CHECKING	9,348.11

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 1/31/2024

TEXANA CEAP A CHECKING	10,332.50
TEXANA CEAP B CHECKING	22,006.31
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	21,623.00
TEXANA TLC CHECKING	45,319.83
TEXANA LOCAL ADMINISTRATIVE CHECKING	16,731.95
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	2.31
TEXANA TBRA CHECKING	35,881.50
TEXANA POSTAL ACCOUNT CHECKING	119.95
TEXANA VET SERVICES NOW	3,001.46
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	3.63
TEXANA CEAP CARES CHECKING	155,017.60
TEXANA NEW PAYROLL CASH ACCOUNT	21,470.13
TEXANA EARLY HEAD START CHECKING	1,538.16
TEXANA CEAP ARP CHECKING	1.80
TEXANA INDIRECT COST RATE CHECKING	413,680.79
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	21,668.31
TEXANA ORGANIZATION PAYEE FUNDS	(104.00)
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	34,507.98
TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	0.52
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVABLE - BISD	98.93
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	(28,516.60)
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
INDIRECT COST RECEIVABLE	84,825.18
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	12,012.42
PROMISES TO GIVE	0.00
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00
DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,204.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	8,811.10
PREPAID MAINTENANCE	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 1/31/2024

	Total Current Assets	977,153.01
Long Term Assets		
PROPERTY & EQUIPMENT		2,970,070.51
LAND		0.00
BUILDINGS		0.00
EQUIPMENT		0.00
ACCUMULATED DEPRECIATION		(1,528,217.26)
	Total Assets	<u>2,419,006.26</u>
Current Liabilities		
ACCOUNTS PAYABLE		0.00
ACCOUNTS PAYABLE-OLD BOX		0.00
ACCOUNTS PAYABLE - REALWORLD		0.00
ACCOUNTS PAYABLE - ACCR & ADJ		0.00
ACCOUNTS PAYABLE - VALLEY		0.00
GRANT PAYABLE		0.00
NEW ACCOUNTS PAYABLE		0.00
TEXANA ACCOUNTS PAYABLE		34,218.54
STATE UNEMPLOYMENT TAXES		0.00
Sales Tax Payable		0.00
WORKERS COMP PAYABLE		0.00
SUPPLEMENTAL INSURANCE PAYABLE		0.00
EMPLOYEE PORTION HLTH INS PAYABLE		0.00
Employee Insurance Repayment		0.00
Short Term Disability Payable		0.00
Long Term Disability Payable		0.00
DENTAL INSURANCE PAYABLE		0.00
VISION INSURANCE PAYABLE		0.00
HSA CONTRIBUTIONS PAYABLE		0.00
CAFETERIA PLAN PAYABLE		0.00
AUL CONTRIBUTIONS PAYABLE		0.00
LIFE/DISABILITY INSURANCE		0.00
COBRA PREMIUMS PAYABLE		0.00
RETIREMENT PAYABLE		0.00
GARNISHED WAGES PAYABLE		0.00
INSURANCE W/H		0.00
MISCELLANEOUS PAYABLE		0.00
PAYROLL LIABILITIES - AUDIT		0.00
ACCRUED LIABILITIES		0.00
NOTE PAYABLE		188,700.00
DEFERRED REVENUE		0.00
RECIPROCAL ADJUSTMENT - ACCT 2000		0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007		0.00
ACCRUED INTEREST PAYABLE		0.00
ACCRUED PAYROLL		0.00
ACCRUED VACATION		77,539.91
CONTIGENT LIABILITY		0.00
CONTINGENCY WX-QUESTIONED COST		0.00
DUE TO OTHER FUNDS		0.00
DUE TO HEADSTART		0.00

## COMMUNITY SERVICES OF NORTHEAST TEXAS

## Balance Sheet

As of 1/31/2024

DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	0.00
Total Current Liabilities	<u>300,458.45</u>
Net Assets	
NET ASSETS	69,642.18
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Total Current Net Assets	<u>69,642.18</u>
Excess Revenues over Expenditures	<u>2,048,905.63</u>
Total Liabilities and Net Assets	<u>2,419,006.26</u>