

In accordance with Section 644 of the 2007 Head Start Reauthorization Act, the following annual report is hereby released as the official information regarding activities of Community Services of Northeast Texas, Inc.

Community Services of Northeast Texas, Inc.

304 E. Houston
Linden, Texas 75563

903-756-5596

Dan "Lucky" Boyd

Executive Director

Med Daniels

Board Chair

Bernadette "Beryn" Harris

Head Start Director

Alma Harrison

Community Services Director

Programs operated and counties served:

Head Start	Cass	Camp	Bowie	Morris			
Children/Adult Care Food Program	Cass	Camp	Bowie	Morris			
Community Services Block Grant	Cass	Camp	Bowie	Marion	Morris		
Comprehensive Energy Assistance Pgm	Cass	Camp		Marion	Morris		
Food Banks	Cass	Camp					
Salvation Army	Cass						
Elderly Nutrition and Meal Delivery Programs:							
Department of Aging and Disability Svc.	Cass	Camp		Marion	Morris	Harrison	Panola
Area Agency on Aging	Cass	Camp		Marion	Morris	Harrison	Panola
Senior Citizen Centers		Camp		Marion			Panola

Offices, occupied buildings, and locations of operation in the following cities:

Atlanta	Lone Star
Bloomburg	Marshall
Carthage	Naples
Daingerfield	New Boston
DeKalb	Pittsburg
Hallsville	Queen City
Hughes Springs	Texarkana
Jefferson	Waskom
Linden	

Community Services of Northeast Texas, Inc. currently employs 198 employees. The total payroll for fiscal year ending September 20, 2008 was \$2.7 million.

CSNT, Inc. currently operates in 22 locations in a seven county area. Eleven of the locations operate the Head Start program.

FINANCIAL DATA

Audited figures - Sept 30, 2008

Revenue:

Federal Awards:

Head Start	\$	3,455,615
Community Services Block Grant		275,956
Comprehensive Energy Assistance Program		329,222
USDA-CACFP		281,134

Fee-for-service contracts:

AAA-ETCOG - Nutrition Program	115,035
DADS Nutrition Program	700,138

Private Funds

Salvation Army	2,000
International Paper	1,992
Targeting Local Communities	2,359
Other cash donations	2,060
In-kind donations	980,647
Upshur Rural Power Company	2,193

Total revenue all categories	\$	6,148,351
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Community Services of Northeast Texas, Inc. is a 501(c)3 charity, and as such retains no earnings from Federal awards, and all revenues are expended according to federal, state, and local regulations.

Expenditures:

	Head Start	CSBG	CEAP	All others
Personnel	2,318,475	192,128	23,412	174,005
Fringe Benefits	515,945	23,782	1,706	52,240
Training/ Technical Assistance	39,418	181		1,142
Travel		7,227		13,501
Equipment ¹	42,888			640
Supplies ²	71,042	5,397		347,452
Contractual services ³				
Other (rent, utilities, operating expenses) ⁴	572,996	70,551		387,677
Direct services to, or on behalf of clients			247,652	

¹ For Head Start, this line item includes vehicles and equipment over the cost of \$5,000

² Supplies in 'all others' includes all consumable and food costs for the nutrition programs

³ This line item is for contracted services outside the normal scope of program operation

⁴ The 'Other' category is used for all programs to include non-delineable items including, but not limited to rent, space costs, utilities, telephone, publications, fees, printing, legal, audit, insurance, fuel, repairs, travel costs not previously stated, building maintenance, safety costs, memberships, and all other standard operating costs.

*Revenue amounts are program funding, expense amounts are fiscal year specific which may not equal entire program period amounts

PROPOSED BUDGETS

Head Start

Personnel	\$	2,353,639
Fringe Benefits		660,211
Travel (4120)		16,241
Equipment		90,000
Supplies		69,088
Contractual		0
Facilities / Construction		0
Other (4120)		24,855
Other (4122)		311,795
<i>Total</i>	\$	<u>3,525,829</u>

Nutrition and Meal Delivery: AAA/ETCOG

Salaries	\$	46,981
Fringe Benefits		13,680
Travel		3,172
Raw Food		138,811
Supplies		5,816
Equipment		18,724
Vehicle Costs		14,733
Other		76,154
<i>Total</i>	\$	<u>318,071</u>

Nutrition and Meal Delivery: DADS

Salaries	\$	387,504
Fringe Benefits		92,021
Travel		12,371
Raw Food		645,044
Supplies		10,418
Equipment		6,354
Vehicle Costs		95,501
Other		71,345
<i>Total</i>	\$	<u>1,320,558</u>

Community Services Block Grant

Personnel	\$	188,580
Fringe Benefits		25,950
Travel		4,211
Equipment		5,787
Supplies		2,650
Contractual		1,512
Other		64,562
Indirect Costs		0
<i>Total</i>	\$	<u>293,252</u>

Comprehensive Energy Assistance Program

Administration	\$	58,834
Case Management		50,100
Training Travel		791
Energy Crisis		167,775
Co Payment		167,775
Elderly/Disabled		167,775
Heating/Cooling		167,775
Direct Service Support		35,321
<i>Total</i>	\$	<u>816,146</u>

HEAD START SERVICE DATA

Total number of children to be served based on Head Start funding	516
Actual number of children and families served	534
Average monthly enrollment (as a percentage of funded enrollment)	91%
Percentage of eligible children served	86%

RECENT REVIEWS

The most recent review of the Head Start program revealed the following findings:

1. Health policy to be revised to include a statement that says Head Start will follow state and federal recommendations with respect to the exclusion of children from the program.
2. Nutrition policy to be revised to include a statement that says children who arrive after the prescribed breakfast time will still be allowed to have a supplemental meal.
3. Nutrition policy to be revised to include a statement that says medically-based diets prescribed for Head Start children will be accommodated.

No programmatic findings. No fiscal findings.

The most recent audit of Community Services of Northeast Texas, Inc. revealed the following:

Material weakness identified in financial reporting	NO
Material weakness identified in control over federal awards	NO
Significant deficiencies identified	NONE
Audit findings required to be reported under A-133	NONE
Auditee qualified as a low-risk auditee	NO
Financial findings and questioned costs	NONE
Federal awards findings and questioned costs	NONE

Auditor:

Saunders and Associates, PLLC
Certified Public Accountants
630 East 17th Street
P.O. Box 1406
Ada, Oklahoma 74820
580-332-8548

HEAD START MEDICAL AND DENTAL SERVICE INFORMATION

Percentage of enrolled children receiving medical exams	100%
Percentage of enrolled children receiving dental exams	100%

PARENT INVOLVEMENT ACTIVITIES

CSNT, Inc. Head Start provides the following activities to promote parent involvement:

- Monthly Parent Committee meetings
 - Monthly Policy Council meetings
 - Volunteering in classrooms
 - Stress management training
 - Job search and counseling from Workforce of Northeast Texas
 - Champion EMS basic first aid training
 - Northeast Texas Community College provides financial aid training
 - Cooperation with the TOYS FOR TOTS program
 - Implementation of the FRED (Families Reading Every Day) program
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PREPARING CHILDREN FOR KINDERGARTEN

CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Provide a variety of learning styles and skill levels
- Allow for success
- Provide opportunity for children to be independent and self-directed
- Provide 'hands-on' activities
- Teach the proper use of lunch trays
- Provide field trip to kindergarten location
- Track each child's development using a summary of transition
- Allow children to make a smooth transition to the kindergarten location
- Coordinate with school districts and receiving programs for records needed
- Initiate communication between Head Start and receiving program staff
- Initiate joint training with Head Start teachers and receiving program staff
- Provide parent-teacher communication for children making transition
- Comply with *Performance Standards* Section 1304.41(c)(1)

Community Services of Northeast Texas, Inc.

Additional Information

Board of Directors 15 members

Agency established 1965

Funds received under the American Recovery and Reinvestment Act (ARRA)

Head Start	\$	360,693
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CSBG	\$	426,295
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Number of persons receiving salary more than \$50,000: 2

Federal minimum wage: \$ 7.25 per hour

Agency internal minimum wage: \$7.50 per hour*

*wages increase at the beginning of new program periods

CSNT, Inc. is an equal opportunity employer.

For an employment application, visit our website: www.csntexas.org



People Helping People

Our mantra: We do things the right way, the first time.

Our rule: The Grandmother Rule: It doesn't matter who is right, it only matters what is right.

Our four gospels:

1. It must be legal.
2. It must be according to the regulations.
3. It must be good for the program and the families and children we serve.
4. It must be good for our employees.