



## 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

Tuesday, September 26, 2023 @ 12:00 Noon

Houston Street Conference Room

304 E Houston St., Linden, Texas 75563

*Dr. Arcolia Jenkins-Waters, Board Chairman*

*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 09/26/23 \*

### 4. Approval of Minutes 08/29/23\*

### 5. Chairman's Comments and Recognitions

### 6. Training

Video – “In Boards We Trust” presented by Michelle Morehead

Overview of Governing Board Expectations - Head Start Standards presented by Bernadette Harris

### 7. Committee Reports and Information

A. Planning & Evaluation – No current report required

B. Personnel –This committee should meet in July to approve job descriptions, pay scales, etc.,  
No current report required at this time.

C. Finance – No current report required

D. Executive –This Committee meets only when necessary

E. Nominating –Committee met at 11 AM before September Meeting,  
Will report as a motion to name the slate of Officers.

F. By Laws- No current report

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

**\*\* Nominating Committee gets named**

### 8. Action Items

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

**B. Approve Consent Agenda\***

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

**C. Discuss/Approve Board Resolution – Texana Bank\***

**D. Discuss/Approve - Slate for Board Officers 2024 – Recommendations from Nominating Committee\***

- E. Discuss/Approve Disposal of Vehicles\***
  - 1. #801 – Head Start Program
  - 2. #883 – AARA Program
  - 3. #884 – CSBG Program
  - 4. Two Landscaping Trailers – AARA Program
- F. Discuss/Approve Personnel Policy\***
  - 1. Cash in Lieu #315
  - 2. Short-Term Disability #318
  - 3. Local Travel/Mileage #599
- G. Discuss/Approve Customer Satisfaction Data\* (OS 1.3)**

**9. Staff Reports**

- 1. 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**

- A. Discuss Daingerfield Calendar Change**
- B. Discuss Transitional Housing Program**

**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

Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
August 29, 2023  
304 E Houston Street, Linden, Texas 75563

**Board Members**

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

John Baxter  
*Representing Texana Bank, Private Sector*

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

Harmony Roberson  
*Representing Cass County, Poverty Sector*

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

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

**Board Members Absent**

Donna Early, Treasurer  
*Representing Cass County Judge Travis Ransom, Public Sector*

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

Megan Kirkland  
*Representing LEDC, Private Sector*

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

Cecelia Huff, Secretary  
*Representing Bowie County, Poverty Sector*

## **CALL TO ORDER**

Arcolia Jenkins, Chairman called the meeting to order at 12:18 p.m.  
 Quorum: established 5 of 10, members present.

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## **AGENDA**

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Motion: Angela Thompson, Parliamentarian, moved to accept the 08/29/2023 agenda  
 Second: Ross Hyde  
 All in favor voted aye, none opposed, the motion carried unanimously

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## **MINUTES**

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Motion: Ross Hyde moved to accept the 7/25/2023 minutes  
 Second: Angela Thompson, Parliamentarian  
 All in favor voted aye, none opposed, the motion carried unanimously

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## **CHAIRMAN’S COMMENTS AND RECOGNITIONS**

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Dr. Arcolia Jenkins, Board Chair, recognized Michelle Morehead, Executive Director, for coming to a meeting in Jefferson and representing CSNT, Inc well with information regarding the Program and services provided. She also appreciated the renovations completed to the Board Room.

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## **TRAINING / PRESENTATIONS**

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“Roles and Responsibilities”, “Conflicts of Interest” and “Term and Term Limits of Board Members. This was three of nine seven-minute training videos for Board presented by Michelle Morehead.

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## **COMMITTEE REPORTS**

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- A. Planning & Evaluation – No current report required
- B. Personnel – This committee should meet in July to approve job descriptions, pay scales, etc. – No current report required at this time.
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – Committee gets named. Committee will need to meet before September Meeting, and reports as a motion to name the slate of Officers.
- F. By Laws – No current report required

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

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**Action Items**


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

Keri Winters was seated to represent Linden-Kildare CISD in the private sector.

Motion: John Baxter

Second: Harmony Roberson

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

**B. Approve Consent Agenda\***

- 1) Community Services Report..... (OS 5.9).....Shirley Allen
- 2) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 3) Human Resource Report .....(OS5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9) .....Savanah Coates
- 5) Service & HS Transportation Reports... (OS 5.9) .....Tommy Hooper

Motion: Angela Thompson, Parliamentarian

Second: John Baxter

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 CSBG CAP (OS 1.1, 1.2)**

Michelle Morehead, Executive Director reviewed the CSBG CAP as presented.

Motion: John Baxter made a motion to accept as presented

Second: Keri Winters

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

**D. Discuss/Approve Annual Report**

Michelle Morehead, Executive Director reviewed the Annual Report as presented.

Motion: Harmony Roberson made a motion to accept as presented

Second: Ross Hyde

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

**E. Discuss/Approve CSBG CAP Update (OS 4.4, 9.3)**

Michelle Morehead, Executive Director reviewed the CSBG CAP Update as presented.

Motion: Ross Hyde made a motion to accept as presented

Second: Angela Thompson, Parliamentarian

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

**F. Discuss/Approve Strategic Plan Update (OS 6.5, 9.3)**

Michelle Morehead, Executive Director reviewed the Strategic Plan Update as presented.

Motion: Harmony Roberson made a motion to accept as presented

Second: Keri Winters

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

**G. Discuss/Approve Risk Assessment (OS 4.6)**

Michelle Morehead, Executive Director reviewed the Risk Assessment as presented.

Motion: Angela Thompson, Parliamentarian made a motion to accept as presented

Second: John Baxter

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

**H. Discuss/Approve Bylaws Update (OS 5.4)**

Michelle Morehead, Executive Director reviewed the Bylaws as presented.

Motion: Angela Thompson, Parliamentarian made a motion to accept as presented

Second: Keri Winters

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

The members signed acknowledgement forms of receipt of receiving a copy of the updated bylaws.

**I. Discuss/Approve Whistleblower Policy (OS 7.7)**

Michelle Morehead, Executive Director reviewed the Whistleblower Policy as presented. She stated that no changes had been made, but she wanted to remind the board of the policy.

Motion: John Baxter made a motion to accept as presented

Second: Harmony Roberson

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

**J. Discuss/Approve Organization Wide Budget (OS 8.9)**

Michelle Morehead, Executive Director reviewed the Organization Wide Budget as presented.

Motion: Ross Hyde made a motion to accept as presented

Second: Keri Winters

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

**K. Discuss/Approve Fiscal Policies- Finance Manual (OS 8.10)**

Michelle Morehead, Executive Director reviewed the Fiscal Policies -Finance Manual as presented.

Motion: Keri Winters made a motion to accept as presented

Second: Angela Thompson, Parliamentarian

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

**9. Staff Reports**

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

**10. Executive Director’s Report**

Michelle Morehead, Executive Director, stated that there are exciting programs starting in CSNT, Inc. She stated that the AEP Foundation grant would be discussed during the discussion items.

**11. Discussion Items**

1. Discuss AEP Foundation Grant

Michelle Morehead, Executive Director, stated that in 2019 the Agency was awarded a \$50,000 AEP Foundation Grant. \$30,000 of the grant was expended on materials to start the Youth Empowerment Program. The pandemic stalled the program. She stated that she spoke with a representative from AEP and they stated the funds could still be used by the Agency. We have partnered with Linden-Kildare CISD and Tony Kyle to have the Program active again. Tony Kyle spoke about the Boxing Program that he offers to at risk children ages eight to eighteen. The Program is called Hype Boxing Club, Books before Hooks. There will be a time of reading prior to learning boxing techniques.

2. CSBG Public Hearing

Michelle Morehead, Executive Director, reviewed the CSBG hearing as presented and explained the Re-entry Program and Youth Empowerment Program. Shirley Allen, Community Services Director, explained her background and how the programs will be implemented.

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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.

Motion to enter Executive Session at 1:23 pm: Keri Winters

Second: Angela Thompson, Parliamentarian

1. Homeless within CSNT, Inc.
2. Executive Director 30 day Performance Evaluation (OS 7.4)

Motion to exit Executive Session at 2:00 pm: Harmony Roberson

Second: John Baxter

- 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**

Motion: Angela Thompson, Parliamentarian made a motion to action from Executive Session

Second: John Baxter

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

### **ADJOURN**

Motion: Ross Hyde motioned to adjourn at 2:03 pm

Second: Harmony Roberson

Hearing no descent, adjournment passed.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2023  
 (Board Secretary) (Date)

**Board Minutes Organizational Standards Checklist:**

- Is there an attorney on the board? X Yes  No
- Is a contract in place for an attorney: Yes X No
- Is there an early child expert on the board? X Yes  No
- Is there a finance expert on the board? X Yes  No

**Organizational Standard 1.1**

Number of low-income persons participating: Three (3)

Is Policy Council represented? X Yes  No

Is the Policy Council representative low-income? X Yes  No

Were minutes submitted from advisory groups?  Yes X No

Were minutes submitted from committee meetings? X Yes No

Were any of the following discussed during the meeting?

Recruitment documents Yes X No

Solicitation materials Yes X No

Final board membership list X Yes No

Did a low-income person participate in the development of services? X Yes No

Did a low-income person participate in the provision of services?  Yes X No

Did a low-income person participate in the needs assessment process?  Yes X No

**Organizational Standard 1.3**

The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board. September 27, 2022

**Organizational Standard 2.3**

The organization communicates its activities and its results to the community.

CSNT Annual Report published Date: August 23, 2022

**Organizational Standard 3.5**

Did the Board formally accept the Community Assessment? X Yes No Date July 27.2021

**Organizational Standard 4.1**

The governing board has reviewed the organization’s mission statement within the past 5 years and assured that:

1. The mission statement addresses poverty; and
2. The organization’s programs and services are aligned with the mission.

X Yes No Date: October 26, 2021

**Organizational Standard 4.4**

The governing board receives an annual update on the success of specific strategies included in the Community Action plan. Date August 23, 2022

### **Organizational Standard 5.1**

Is the Board structured in compliance with the CSBG Act? Yes

Total number of Board seats = 12

Total number of democratically elected representatives of the low-income community =

Four (4) (must be at least 4) **X NO**

Total number of local elected officials = Four (4) (must be exactly 4) X Yes

Total number of members from major groups and interests in the community =

Four (4) (must be the remainder) Yes X **NO**

### **Organizational Standard 5.2**

Does the Board have written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community? X Yes  No

Where is it? Bylaws – Article V – Section 3

### **Organizational Standard 5.3**

The organization's bylaws have been reviewed by an attorney within the past five years.

X Yes  No Date: September 29, 2021

### **Organization Standard 5.4**

The organization documents that each governing board member has received a copy of the bylaws within the past two years. X Yes  No Date April 26, 2022

### **Organizational Standard 5.8**

Governing board members have been provided with training on their duties and responsibilities within the past two years. X Yes  No Date: July 27, 2021

### **Organizational Standard 5.9**

The organization's governing board receives programmatic reports at each regular board meeting.

X Jan X Feb X Mar X Apr X May X June X July X Aug X Sept X Oct X Nov X Dec

### **Organizational Standard 6.1**

The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five years. X Yes No Date: September 29,2021

### **Organizational Standard 6.5**

The governing board has received and update(s) on progress meeting the goals of the strategic plan within the past 12 months. X Yes No Date: September 27, 2022

### **Organizational Standard 7.1**

The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board with the past five years.  
X Yes  No Date: September 29, 2021

### **Organizational Standard 7.2**

The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.  
X Yes  No Date: August 5, 2022

### **Organizational Standard 7.3**

The organizational has written job descriptions for all positions, which have been updated with the past five years. X Yes  No Date: October 26, 2019

### **Organizational Standard 7.4**

Performance appraisal of Executive Director Yes X No Date: August 23, 2022

### **Organizational Standard 7.5**

Reviews and approves Executive Director Salary X Yes  No Date: June 27, 2023

### **Organizational Standard 7.6**

The organization has a policy in place for regular written evaluation of employees by their supervisors. X Yes  No Date: October 22, 2019

### **Organizational Standard 7.7**

The Organization has a whistleblower policy that has been approved by the governing board.  
X Yes  No Date: October 22, 2019

### **Organizational Standard 7.8**

All staff participate in a new employee orientation within 60 days of hire.  
X Yes  No (Human Resources keeps a spreadsheet)

**Organizational Standard 7.9**

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. X Yes

<u>ROMA Training for 12 staff</u>	<u>Sept 05, 2019</u>
<u>What Children &amp; Young People Say</u>	<u>April 20, 2020</u>
<u>Making Sense of Ourselves</u>	<u>April 23, 2020</u>
<u>Facilitating Group Discussions</u>	<u>April 24, 2020</u>
<u>Microbes-Friend or Foe</u>	<u>April 27, 2020</u>

**Organizational Standard 8.1**

The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit. X Yes  Date December 5 -December 7, 2022

**Organizational Standard 8.2**

All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

Yes Date NO FINDINGS

**Organizational Standard 8.3**

The organization's auditor presents the audit to the governing board via zoom.

X Yes Date February 28, 2023

**Organizational Standard 8.4**

The governing board formally receives and accepts the audit.

X Yes Date February 28, 2023

**Organizational Standard 8.5**

The organization has solicited bids for its audit within the past five (5) years.

X Yes Year 2021

**Organizational Standard 8.6**

The IRS Form 990 is completed annually and made available to the governing board for review.  
 X Yes Date February 28, 2023

**Organizational Standard 8.7**

The governing board receives financial reports at each regular meeting that include the following: 1) Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2) Balance sheet/statement of financial position.

X Jan X April X July X October  
 X Feb X May X Aug X November  
 X Mar X June X Sept X December

**Organizational Standard 8.8**

All required filings and payments related to payroll withholdings are completed on time.  
 X Yes No - checked and verified **by Jim Howard**, Payroll Coordinator

**Organizational Standard 8.9**

**The governing body annually approves an organization-wide budget.**  
 X Yes No - September 27, 2022

**Organizational Standard 9.1**

The organization has a system or systems in place to track and report client demographics and services customers receive. X Yes No Shah Software

**Organizational Standard 9.2**

The organization has a system or systems in place to track family, agency, and/or community outcomes. X Yes No Shah Software

**Organizational Standard 9.3**

The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary. X Yes No

**Organizational Standard 9.4**

The organization submits its annual CSBG Information Survey Data Report and it reflects client demographics and organization-wide outcomes. X Yes No Annual Report to TDHCA

# **GOVERNING BOARD Training**

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

# Table of Contents

- Meeting Overview
- Governance
- Monitoring, Evaluation, Planning
- Financial Management
- Personnel Management
- Internal Controls



# Meeting Overview

The Board meets:

- Every month in Admin Building Conference Room (except Nov/Dec are combined)
- Typically the 4<sup>th</sup> Tuesday of the month at noon
- Lunch is served before meeting
- The December meeting is the Board's Annual Meeting

# Meeting Overview

The PC meets:

- Every month in Admin Building Conference Room (except Nov/Dec are combined)
- Typically the 4<sup>th</sup> Tuesday of the month at 9:00 AM
- Members are served a brunch
- Normally, meetings do not occur in July/August

# Meeting Overview

## Board membership consists of:

- Private
- Public
- Poverty

## Board members may represent these counties:

- Bowie
- Camp
- Cass
- Delta
- Franklin
- Hopkins
- Lamar
- Marion
- Morris
- Rains
- Red River
- Titus

# Meeting Overview

## **PC membership consists of:**

- Elected parents/guardians of currently enrolled Head Start students
- Community Representatives
- Can not serve more than 5 years

## **PC membership counties represented:**

- Bowie
- Camp
- Cass
- Morris

# Meeting Overview

## Board membership consists of:

Individuals that reflect the communities served and have expertise in education, business, administration, or community affairs.

- Head Start funding requires at least one member with background and expertise in fiscal management or accounting; one with early childhood education and development; and one who is an attorney. If someone with those qualifications is not available to serve as a member, the Board hires a consultant to work with the Board; and parents of current and former Head Start students.
- A member of the Policy Council

# Meeting Overview

## PC membership consists of:

Elected parents/guardians of currently enrolled Head Start students and community representatives

- One parent representative from each Campus is elected to serve on the Policy Council and at least one alternate parent is elected to serve in the absence of the parent representative.
- One community representative from each of the four counties in the Head Start service area. Each representative must be from the county being represented and reflect the communities being served.
- One member of the Board of Directors

# Meeting Overview

## Board Agenda:

- Packets are made available online at least one week before the meeting date (to meet the 72 Hour rule)

## Board meetings are:

- Professional meetings
- Interactive, with questions and open discussions encouraged and expected
- Designed so that Board members have time and opportunity to be fully informed about the business of the agency

# SHARED GOVERNANCE

Shared Governance:

- A key value and requirement

**Board has majority of governance responsibility but shares it with:**

- Policy Council



# Governance

Community Services governance is defined by:

- Non-profit agency laws
- The CSBG Act
- Contracts with funding sources
- Head Start Regulations
- The Board of Directors By-Laws

# Governance

## Board of Directors responsibilities:

- Establish policies/procedures to implement high quality programs
- Establish/implement internal controls and fiscal oversight of the Agency
- Establish/implement internal dispute resolutions with other committees and councils

# Governance

## Policy Council responsibilities:

- Work in partnership with management staff and Board of Directors
- Approve/disapprove policies and procedures described in standards
- Develop/review policies and procedures described in standards

# Monitoring, Evaluation, Planning

Part of every Board Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, audits

Members evaluate:

- Annual Agency Self-Assessment, annual ED performance review

Members planning:

- Long/short-range plans, all program improvement plans, all Agency issues brought before the Board

# Financial Management

CSNT's Fiscal Year runs October 1 – September 30, although funding is received from multiple funding sources with various funding years.

- Head Start Funding Year      Dec. 1 – Nov. 30
- CSBG Funding Year              Jan. 1 – Dec. 31
- CEAP Funding Year              Jan. 1 – Dec. 31
- CACFP Funding Year              Oct. 1 – Sep. 30

# Financial Management

The Board must approve:

- Budgets for all programs
- Budgets for funding applications
- Wage increases and salary scales
- Check signers
- Audit Reports
- Operational decisions with liability risks

# Personnel Management

**Policies:** Board reviews & approves personnel policies and procedures prepared by Executive Director and other management staff

# Personnel Management

## Board **takes these personnel actions:**

- Hiring the Executive Director
- Any action related to Executive Director including and up to termination of Executive Director
- Executive Director Evaluation and Salary

## Board **approves these personnel actions:**

- Hiring upper management positions



# Personnel Management

## Other Board responsibilities:

- Supervision and evaluation of the Executive Director
- Hear “Whistleblower” complaints (employees reporting financial mismanagement)

# Internal Controls

No one person can have complete control over all aspects of a financial transaction

Financial transactions are spread over:

- Finance Director
- Executive Director
- Board Check Signers
- Fiscal Assistants
- Department Heads
- Administrative Assistants/Managers

# Internal Controls

- Every Financial transaction has a documented trail of every involved staff (Signatures/initials and dates)
- More than one person is always involved with every cash or computer system transaction
- Clear roles and responsibilities (do's and don'ts) for every staff involved in fiscal transactions.

# Internal Controls

## Board of Directors

- Review Monthly Financial Reports
- May request information at any time
- Receives and reviews annual audits
- Establishes procedures for:
  - a. Salaries/wages
  - b. Property management
  - c. Contracting

# Internal Controls

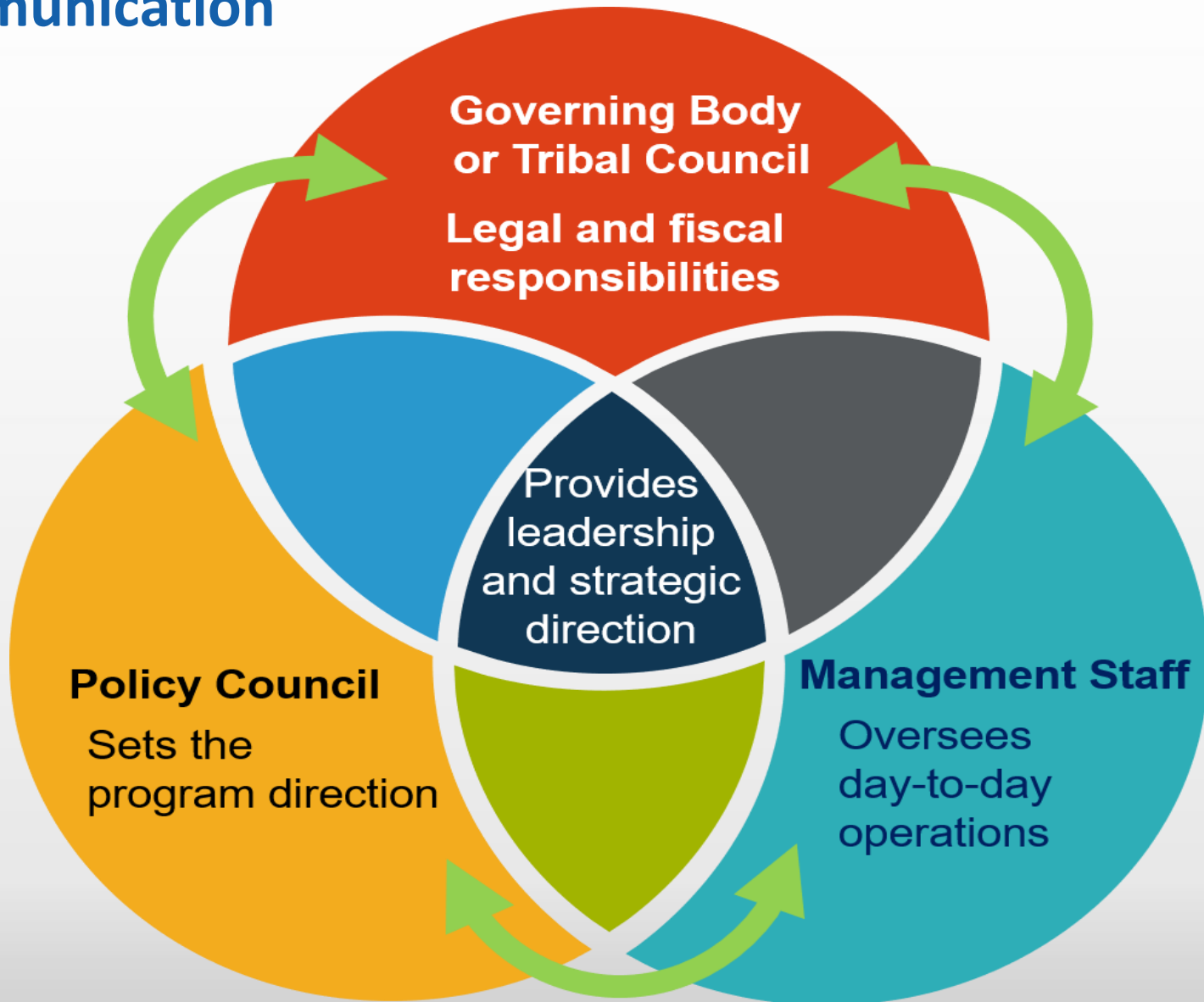
## Independent Auditor:

- Verifies CSNT internal controls
- Identifies any problems or areas of concern
- Discusses the audit and any problems or concerns directly with the Board

# Head Start Governance and Management Responsibilities



# Head Start Governance and Management Communication



# Head Start Governance and Management Responsibilities

## Governing Body/Tribal Council

Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

**Adopt practices to ensure active, independent and informed governance:**

- Governing body bylaws
- Procedures for accessing and collecting information
- Written standards of conduct, including conflicts of interest and complaints
- Procedures for selecting Policy Council members
- Advisory committees

**Select:**

- Delegate agencies and the service areas for such agencies

**Establish:**

- Procedures and criteria for recruitment, selection, and enrollment

**Review:**

- All funding applications and amendments
- Results and follow-up activities from federal monitoring

**Review and Approve:**

- Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
- Progress on implementing the HS grant, including corrective actions
- Major expenditures
- Operating budget
- Selection of auditor
- Actions to correct audit findings

**Receive and Use:**

- Annual, monthly, and periodic reports\*

\*Reports that are generated and used by management, then shared with and used by Policy Council and governing body:

- HHS secretary communication
- Financial statements
- Program information summaries
- Enrollment
- USDA
- Financial audit
- Self-Assessment
- Community assessment
- PIR

## Policy Council

Assumes Responsibility for Head Start Program Direction

**Approve and submit to the governing body decisions regarding:**

- Activities for parent involvement/engagement
- Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- Budget planning, including reimbursement and participation in Policy Council activities
- Policy Council bylaws
- Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
- Policy Council election procedures
- Recommendations on delegates/service areas

**Receive and Use:**

- Annual, monthly, and periodic reports\*

**Take Action:**

- Hire/terminate Head Start Director and other lead staff
- Establish impasse procedures

**Provide Leadership and Strategic Direction:**

- Focus on Self-Assessment
- Develop, plan, and evaluate the Head Start program

**Provide Legal Oversight:**

- Ensure compliance with federal laws and state, tribal, and local laws

## Management Staff

Assumes Operating Responsibility for Head Start Day-to-Day Functions

**Take action:**

- Implement policies
- Develop procedures
- Provide T/TA to governing body and Policy Council
- Supervise staff
- Monitor compliance
- Generate and use annual, monthly, and periodic reports\*
- Share reports with Policy Council and governing body\*



WHEW!!!!!!!

***Any questions,  
comments,  
or concerns?***

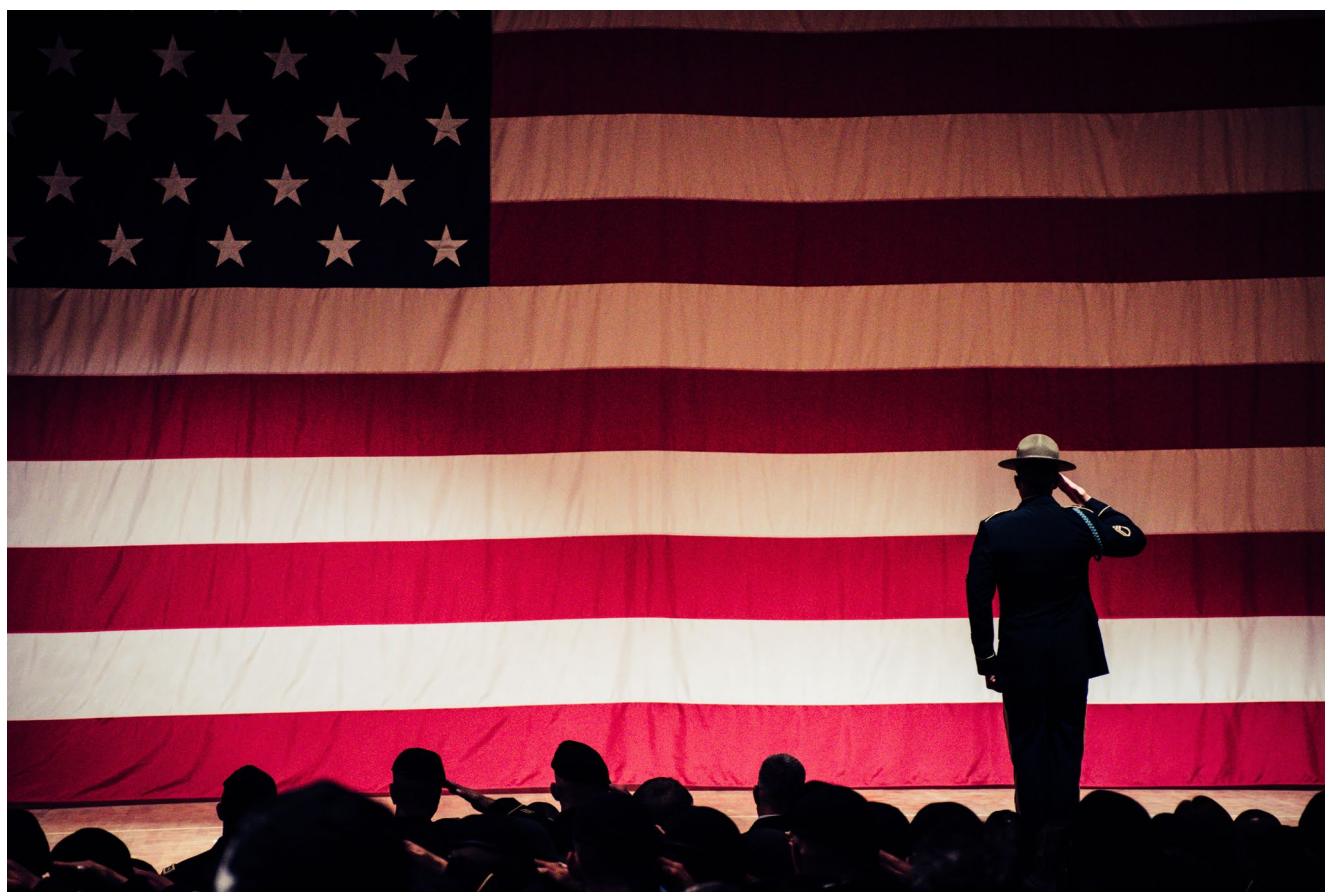
Community Services of Northeast Texas  
August 2023

# COMMUNITY SERVICES BOARD REPORT



# VET SERVICES NOW

The Veterans Program is off to a very busy and great start! We have three team members working this grant this year. We have expended over \$17,000.00 since July 1, 2023, assisting 46 individuals with childcare, dental, mortgage, rent and transportation.



## CSBG/TBRA

**CSBG: Our Community Services Block Grant (CSBG), Transition out of Poverty (TOP) Program currently has 66 individuals enrolled with a goal of transitioning 17 individuals to self-reliance by the end of 2023.**

**TBRA: At this time, we are currently serving 84 individuals in the TBRA Program.**



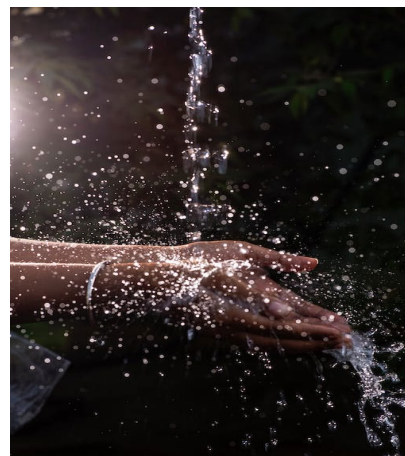
# CEAP/LIHWAP



**CEAP 2023:** CEAP 2023 has been fully expended. The total direct client service expenditures are \$3,316,100.00. We assisted 4,229 unduplicated individuals with the CEAP 2023 grant.

**CEAP Supplemental:** CEAP Supplemental was fully expended, but due to our high performance, TDHCA awarded an additional \$480,734.00 on September 1, 2023 to us. The total direct client service expenditures to date are \$651,349.46. We have assisted 1,011 individuals to date with the CEAP Supplemental grant.

**LIHWAP** has been fully expended. The total direct client service expenditures are \$549,736.00. We assisted 3,175 unduplicated individuals with the LIHWAP grant.



# CSNT Head Start Director's Report PY04/FY23

## September Report/August Data

# How Are We Doing?



### HEAD START Attendance - August 2023

- ✓ **465** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **465**
- ✓ **4%** Disability Students – **10%** Target
- ✓ **92%** Average Daily Attendance



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

- ✓ **\$1,060,022** NFS Collected – **(\$41,821)** NFS Needed
- ✓ **\$225,733** Indirect Costs Collected
- ✓ **11%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

- ✓ **\$10,806** Reimbursed This Month - **\$84,087** Reimbursed This Year
- ✓ **19** days of Service – **4,022** Meals Served

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



### HEAD START Quality Assurance

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

### ANNOUNCEMENTS:

Implementing New Classroom Routines  
 Completing Beginning of the Year Activities

# CSNT Early Head Start Director's Report PY04/FY23

## September Report/August Data

# How Are We Doing?



### EARLY HEAD START Attendance - August 2023

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **13%** Disability Students – **10%** Target
- ✓ **85%** Average Daily Attendance



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

- ✓ **\$16,356** NFS Collected - **\$60,785** NFS Needed
- ✓ **\$16,511** Indirect Costs Collected
- ✓ **9%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

- ✓ **\$1,567** Reimbursed This Month - **\$11,903** Reimbursed This Year
- ✓ **16** days of Service – **579** Meals Served

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



### HEAD START Quality Assurance

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

### ANNOUNCEMENTS:

Implementing New Classroom Routines  
 Completing Beginning of the Year Activities



# Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

9/19/2023

## 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 Cummulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	468	0.65%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	6	1.28%
3 Years Old	227	48.50%
4 Years Old	241	51.50%
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	6.84%

### 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	15	3.21%

### Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	146	31.20%
Three or more years	8	1.71%

### 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	0.43%
Asian	0	0.00%	2	0.43%
Black or African American	6	1.28%	222	47.44%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	20	4.27%	129	27.56%
Biracial or Multi-Racial	6	1.28%	36	7.69%
Other Race	32	6.84%	1	0.21%
Unspecified Race	0	0.00%	12	2.56%

### Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	404	86.32%
Of these, the number of children acquiring/learning another language in addition to English	14	
Spanish	28	5.98%
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	3	0.64%
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	36	7.69%

## 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	334	71.37%	252	53.85%
Children with accessible health care	294	62.82%	220	47.01%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	403	86.11%	148	31.62%
Children with accessible dental care	195	41.67%	122	26.07%

## 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	16	3.44%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	444	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	196	44.14%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	5	1.13%
Housing Assistance	4	0.90%
Asset Building Services	63	14.19%
Mental Health Services	7	1.58%
Substance Misuse Prevention	1	0.23%
Substance Misuse Treatment	4	0.90%
English as a Second Language (ESL) Training	7	1.58%
Assistance in enrolling into an education or job training program	21	4.73%
Research-based parenting curriculum	173	38.96%
Involvement in discussing their child's screening and assessment results and their child's progress	188	42.34%
Supporting transitions between programs	176	39.64%
Education on preventive medical and oral health	178	40.09%
Education on health and developmental consequences of tobacco product use	56	12.61%
Education on nutrition	191	43.02%
Education on postpartum care	2	0.45%
Education on relationship/marriage	4	0.90%
Assistance to families of incarcerated individuals	0	0.00%



# Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

9/19/2023

## 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	16	100.00%

## Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	16	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	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

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	16	100.00%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	0	0.00%
1 Year Old	8	50.00%
2 Years Old	8	50.00%
3 Years Old	0	0.00%
Pregnant Women	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	1	6.25%

### Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	3	18.75%

### Prior Enrollment of Children

	# of children	% of children
The second year	7	43.75%
Three or more years	1	6.25%

### 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%	7	43.75%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	5	31.25%
Biracial or Multi-Racial	1	6.25%	1	6.25%
Other Race	2	12.50%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

### Primary Language of Parents at Home

	# of children	% of children
English	14	87.50%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	12.50%
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	15	93.75%	13	81.25%
Children with accessible health care	10	62.50%	8	50.00%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	16	100.00%	5	31.25%
Children with accessible dental care	10	62.50%	8	50.00%

### 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	2	12.50%

### Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	15	93.75%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	7	46.67%

### Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	1	6.67%
Housing Assistance	0	0.00%
Asset Building Services	1	6.67%
Mental Health Services	1	6.67%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	1	6.67%
Assistance in enrolling into an education or job training program	6	40.00%
Research-based parenting curriculum	7	46.67%
Involvement in discussing their child's screening and assessment results and their child's progress	6	40.00%
Supporting transitions between programs	5	33.33%
Education on preventive medical and oral health	7	46.67%
Education on health and developmental consequences of tobacco product use	1	6.67%
Education on nutrition	7	46.67%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

# HR Report

Headcount as of 9/19/2023 is 102

## Headcount



Payroll Asst., TA for Hughes Springs, Custodian for New Boston, FSW for Hughes Springs, Facilities Maintenance/Transportation

## New Hires



2 Case Managers., Lead Teacher,

## Terms



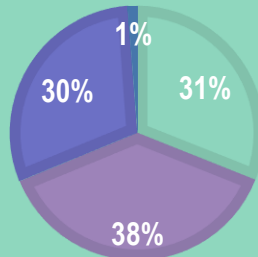
Teacher for Atlanta, New Boston, & Pittsburg, Subs

## Vacancies



## EMPLOYEES

■ Baby Boomer ■ Gen X ■ Gen Y ■ Gen Z



## Demographics



## PL Hours

360.55 hours for the month



## LWOP

35.24 hours for the month



## Sub Hours

113 hours for the month



## Savings

(\$405.35 for the month)

# Payee Services Report

Month of : August 2023

Number of beneficiaries: 7

Total Funds Received: \$ 6,705

Total Expenses Managed:

MONTHLY total on hold for Beneficiaries:

TOTAL on hold for Beneficiaries:

## Expenditures

Rent: \$ 1682.00

Utilities: \$ 370.53

Food: \$

Medical: \$

Other: \$ 177.90

Transfer for beneficiary use: \$

**Total collected for FFS: \$312.00**

# Service Department Report

SEPTEMBER, 2023

## Service Department

---

### Department makeup

3 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

## Head Start Transportation

---

### 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)			615.06	YTD = 615.06
Vehicle fuel cost (Exec. Office)			1024.37	YTD = 1024.37
Vehicle fuel cost (Buses)			216	YTD = 216
Vehicle insurance cost (Buses)			637.67	YTD = 637.67
Vehicle driver cost buses		0		YTD = 0
<b>Total transportation cost:</b>			<b>637.67</b>	<b>1855.43</b>
<b>Total number transported:</b>			<b>109</b>	



## Monthly Vehicle Cost Summary

Sep-22

### By Program

	Fuel	Repairs	
TBRA	126.30	434.00	
CSBG	-	-	
CEAP	-	-	
TXHAF	89.17	423.98	
			1,073.45

### By Location

	Fuel	Repairs	
Jefferson	-	356.65	
Linden	126.30	77.35	
Linden Shop	-	-	
Daingerfield	89.17	423.98	
	-	-	1,073.45

### By Vehicle

#	Fuel	Repairs	Total	Location
801	-	-	-	Linden Shop
838	48.85	62.85	111.70	Linden
880	-	-	-	Linden
881	-	-	-	Linden
882	45.21	-	45.21	Linden
883	-	-	-	Linden Shop
884	-	-	-	Linden
885	89.17	423.98	513.15	Daingerfield
886	-	356.65	356.65	Jefferson
887	-	14.50	14.50	Linden
888	32.24	-	32.24	Linden
889	32.77	1,010.50	1,043.27	Mt.Pleasant
890	-	1,010.50	1,010.50	Linden

# VSN

## August 2023

CATEGORIES	VET	SURVIVING SPOUSE	DEPENDENTS	TOTAL SPENT
VSN UTILITIES	7	0	6	\$2,556.52
VSN RENT	3	0	1	\$1,286.00
VSN MORTGAGE	0	0	0	0.00
VSN DENTAL	2	0	2	\$4,394.00

KELSY NICKLEBERRY

VSN CASE MANAGER

# Community Services of Northeast Texas, Inc.

Serving Bowie, Camp, Cass, Delta, Franklin, Hopkins, Lamar, Marion, Morris, Rains, Red River, & Titus Counties



304 E. Houston  
P.O. Box 427  
Linden, TX 75563-0427

PHONE: 903-756-5596  
1-866-940-CSNT

FAX: 903-756-7294



Michelle Morehead, CCAP, NCRT, NCRI  
Interim Executive Director

Dr. G.A. Jenkins  
Board Chairperson



## RESOLUTION OF SIGNATORY

On September 26, 2023, in a meeting of the Board of Directors of Community Services of Northeast Texas, Inc., a Texas Corporation, with a quorum present, the following was resolved:

WHEREAS, Community Services of Northeast Texas, Inc. is required to contract with, supply reports to, request extensions from, accept contract amendments from, supply revisions to, deliver correspondence to, and accept correspondence from the Texas Department of Housing and Community Affairs and the Office of Head Start; and

WHEREAS, the Board of Directors has one employee who is directed to execute the mission, vision, and values as set forth by the Board; and

WHEREAS, that one employee is Michelle Morehead, Executive Director; then

BE IT RESOLVED, beginning July 6, 2023, for all instances related to contracts, reports, and relevant correspondence between Community Services of Northeast Texas, Inc. and Texas Department of Housing and Community Affairs and the Office of Head Start and Texana Bank, Michelle Morehead has signatory authority and Dan Boyd is removed from all authority; and

BE IT RESOLVED, all instances where this resolution is applicable, the Board of Directors shall be informed of said action taken by the Executive Director, and shall ratify same by majority vote with a quorum present; and

BE IT RESOLVED, this resolution and its authority is valid from this day forward until rescinded.

I certify that the above constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Community Services of Northeast Texas, Inc. held September 26, 2023.

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Board President or Secretary

## Vehicle/Equipment Disposition Form for Community Services of Northeast Texas

<b>Program Disposing of Vehicle/ Equipment</b>	<b>Location</b>	<b>Description of Vehicle</b>	<b>Condition (Poor, Fair, Good, Excellent)</b>	<b>Disposition Process</b>	<b>Policy Council and Governing Board Approval Date</b>	<b>Estimated Monetary Value KBB</b>
Head Start Grant # 06CH01128 20/4	090 Linden Shop Vehicle #801	2001 Dodge ½ ton P/U VIN# 3B7HC12Y41G1 82480 Vehicle #801	FAIR	Private sale By sealed bid		\$800
AARA	090 Linden Shop Vehicle #883	2006 Chevy P/U Vin# 2GCEC13V3612 91231	FAIR	Private Sale By sealed bid		\$1700
AARA	090 Linden Vehicle #884	2008 Kia Sorento Vin# KNDJD7356858 52294	FAIR	Private sale By sealed bid		\$500
AARA	090 Vehicle# 951	2006 TOP HAT DUAL AXLE LANDSCAPE TRAILER	FAIR	Private Sale by Sealed bid		\$1000
AARA	090 Vehicle #952	2006 TOP HAT DUAL AXLE LANDSCAPE TRAILER	FAIR	Private Sale by Sealed bid		\$1000

### **315 Cash in Lieu of Health Insurance**

Effective Date: 9/18/2023

Revision Date: 9/18/2023

Eligible full-time and part-time employees working a 30/hour week schedule or 40/hour week schedule, electing not to participate in the health insurance benefit, upon demonstration of having alternative group-sponsored health insurance coverage (or other qualifying health coverage as defined in the Section 125 Plan) for themselves and their eligible dependents, may elect to receive \$2,400 in lieu of insurance (accrued at a rate of \$200/month of eligible coverage). Payment for accrued cash-in-lieu of insurance benefits shall be paid in bi-monthly installments of \$100. The sum in lieu of insurance will be an annual option for eligible employees, who must make such an annual election by a deadline which is within the initial 90 days of employment and during the annual open enrollment period. An employee so electing payment in lieu of insurance who then seeks to reverse his/her decision during the health plan benefit year may do so only if permissible under the regulations of the carrier. This cash in lieu of insurance option is only available to employees that are eligible for health benefits.

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### **318 Short-Term Disability**

Effective Date: 9/1/2003

Revision Date: 6/24/2009 9/18/2023

Effective October 1, ~~2006~~ 2023, Community Services offers a ~~voluntary employee~~ employer paid short-term disability (STD) benefits plan. **A buy-up option to the STD plan is available also for employees to purchase, if desired.**

Employees in the following employment classifications (*Policy 201 Employment Categories/Classifications*) are eligible to participate in the short-term disability benefits plan:

- \* Regular full-time employees
- \* Regular part-time employees who work 30 hours or more per week

Eligible employees may participate in the short-term disability benefits plan subject to all terms and conditions of the agreement between Community Services and the insurance carrier. At all times, the agreement between Community Services and its insurance carrier supersedes the Community Services Personnel Policies & Procedures.

Information on ~~cost of~~ this coverage **and the cost of the buy-up plan** will be provided during open enrollment to eligible employees. Open enrollment occurs at a scheduled time during the month of September. Any inquiries should be in writing and directed to your immediate supervisor, who will forward your request to the Human Resources Director.

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 599 Local Travel/Mileage

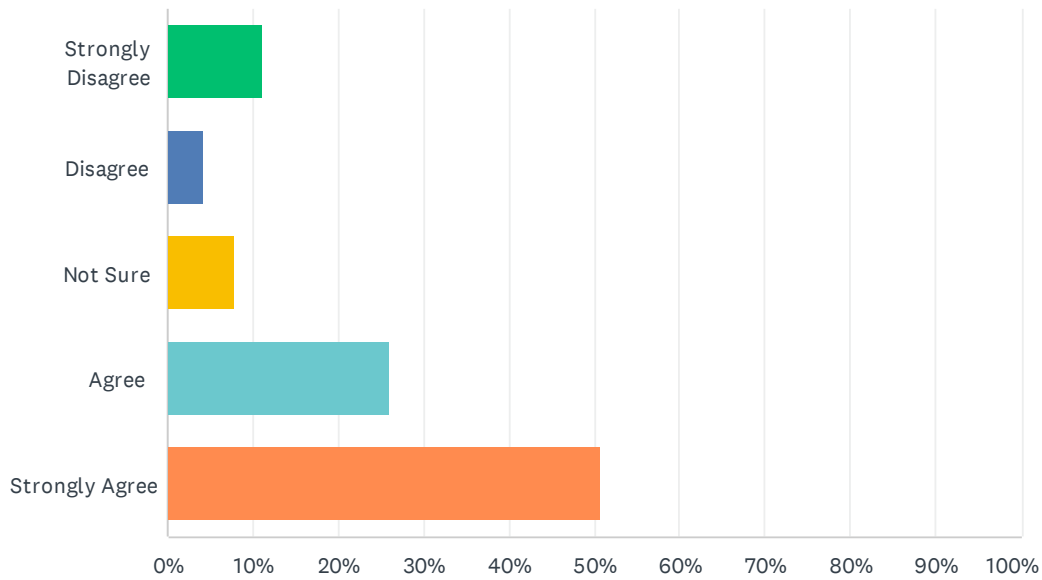
Effective Date: 6/16/2004

Revision Date: ~~6/22/2004~~ 9/18/2023

Community Services will reimburse employees for mileage expense for approved intra-agency or local travel. The employee is required to submit a completed mileage reimbursement form on a monthly basis. The mileage reimbursement form must be approved by your supervisor. Failure to have supervisor approval or submission of more than 30 days' of mileage expense may result in denial of your reimbursement request. **Compensation rate for mileage will be based on the current IRS mileage rates.**

# Q1 The program and my participation in it has been fully explained to me.

Answered: 189 Skipped: 0

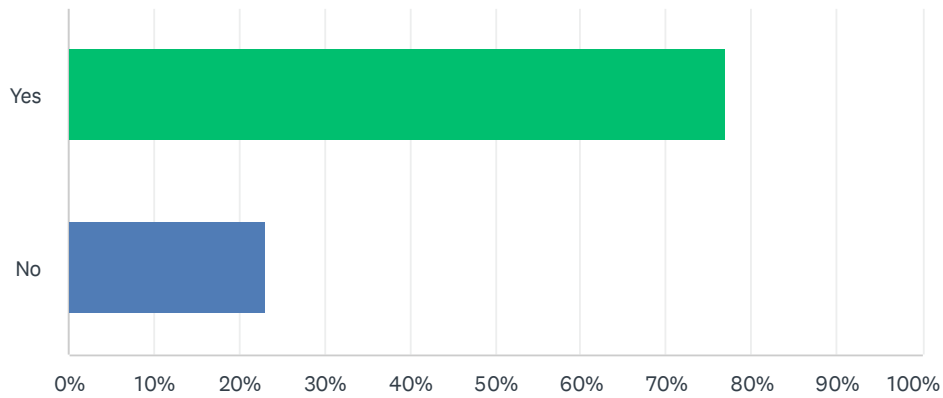


ANSWER CHOICES	RESPONSES	
Strongly Disagree	11.11%	21
Disagree	4.23%	8
Not Sure	7.94%	15
Agree	25.93%	49
Strongly Agree	50.79%	96
<b>TOTAL</b>		<b>189</b>



## Q2 Would you like to answer three additional questions on this topic?

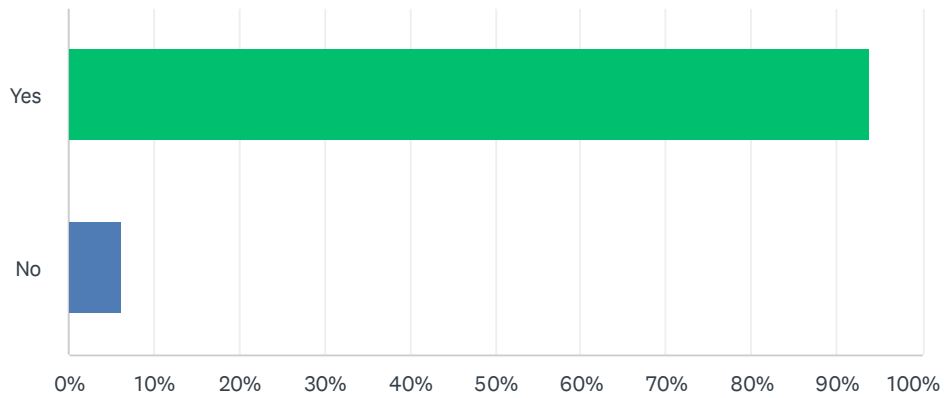
Answered: 156 Skipped: 33



ANSWER CHOICES	RESPONSES	
Yes	76.92%	120
No	23.08%	36
TOTAL		156

### Q3 I knew what services I needed before I applied for assistance.

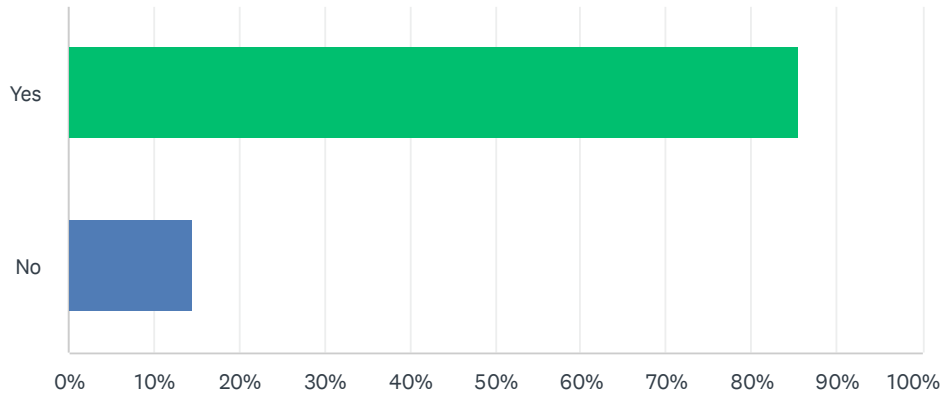
Answered: 147 Skipped: 42



ANSWER CHOICES	RESPONSES	
Yes	93.88%	138
No	6.12%	9
TOTAL		147

### Q4 My Case Manager was very good at explaining the programs to me.

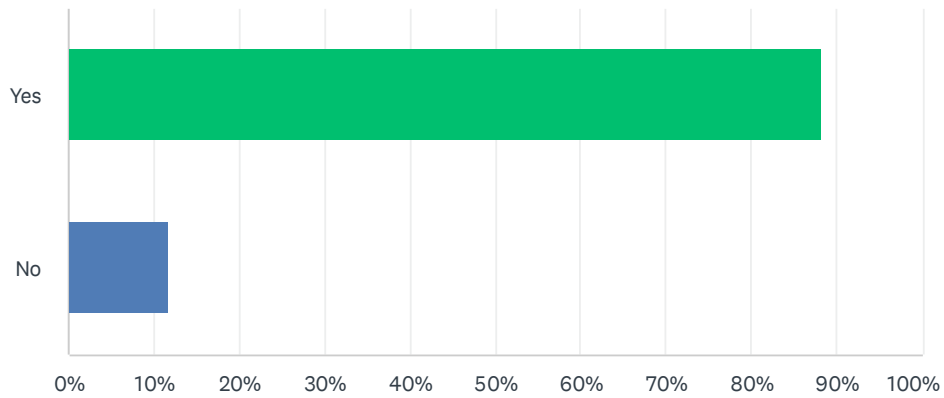
Answered: 144 Skipped: 45



ANSWER CHOICES	RESPONSES	
Yes	85.42%	123
No	14.58%	21
<b>TOTAL</b>		<b>144</b>

### Q5 I know what is expected of me with regard to this program.

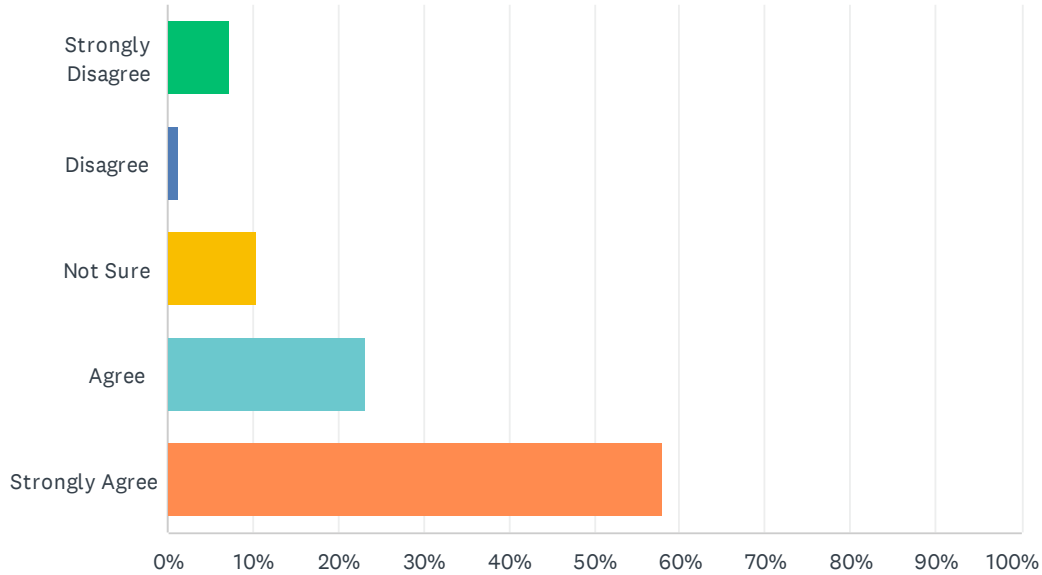
Answered: 146 Skipped: 43



ANSWER CHOICES	RESPONSES	
Yes	88.36%	129
No	11.64%	17
TOTAL		146

## Q6 Because of the program, I am better able to provide for myself and my household.

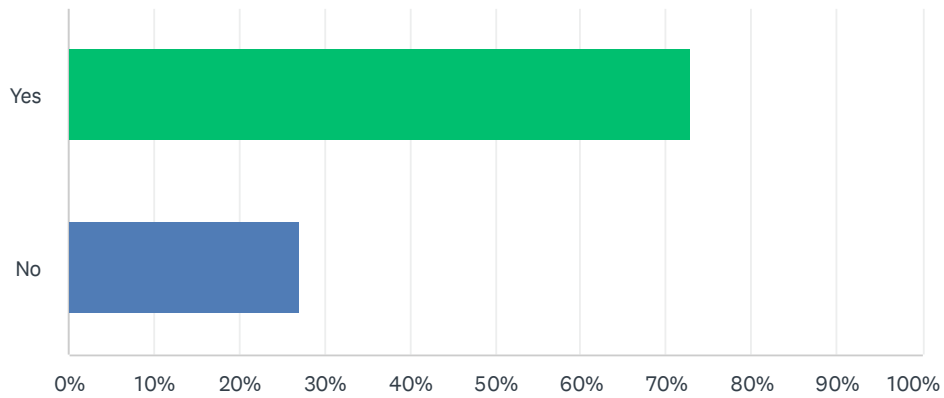
Answered: 164 Skipped: 25



ANSWER CHOICES	RESPONSES	
Strongly Disagree	7.32%	12
Disagree	1.22%	2
Not Sure	10.37%	17
Agree	23.17%	38
Strongly Agree	57.93%	95
<b>TOTAL</b>		<b>164</b>

### Q7 Would you like to answer three additional questions on this topic?

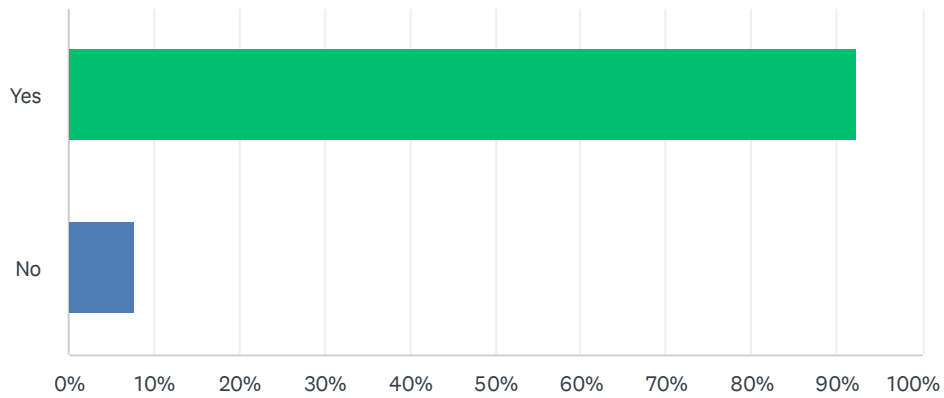
Answered: 140 Skipped: 49



ANSWER CHOICES	RESPONSES	
Yes	72.86%	102
No	27.14%	38
TOTAL		140

### Q8 Getting help makes me think about making better decisions.

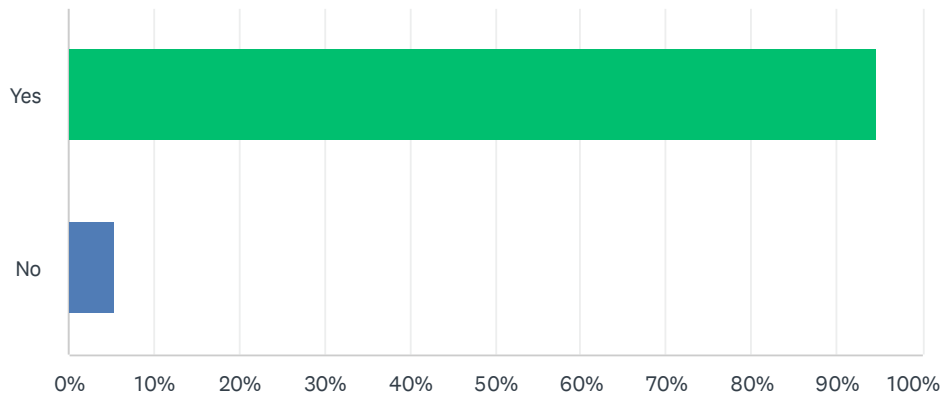
Answered: 130 Skipped: 59



ANSWER CHOICES	RESPONSES	
Yes	92.31%	120
No	7.69%	10
TOTAL		130

### Q9 I experience less fear knowing there is help available.

Answered: 131 Skipped: 58

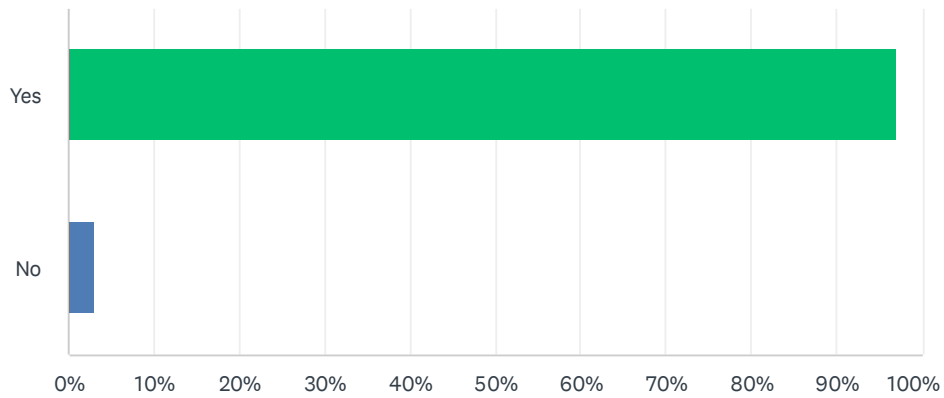


ANSWER CHOICES	RESPONSES	
Yes	94.66%	124
No	5.34%	7
TOTAL		131



### Q10 I am better at knowing what my family needs.

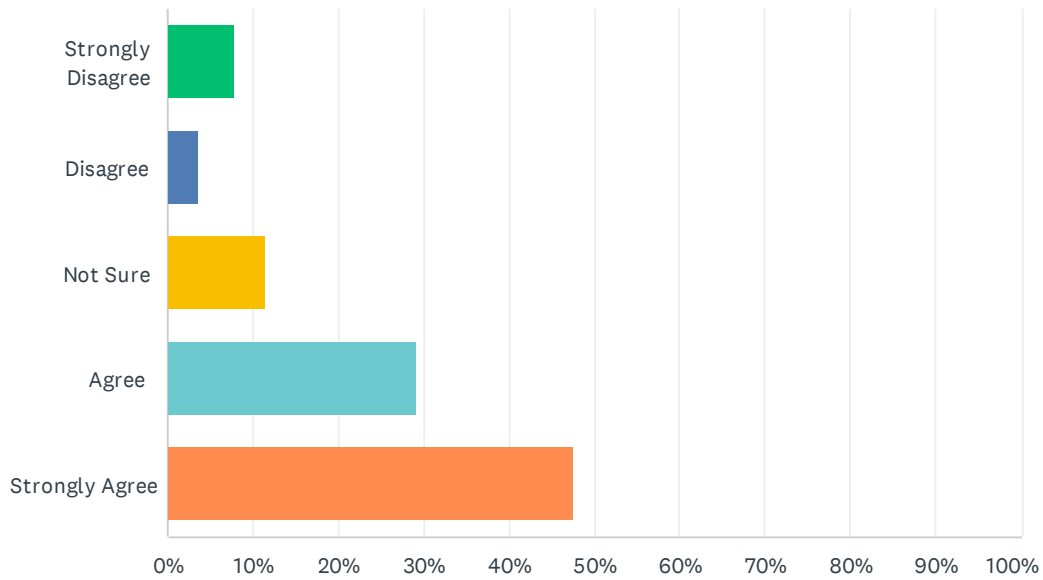
Answered: 131 Skipped: 58



ANSWER CHOICES	RESPONSES	
Yes	96.95%	127
No	3.05%	4
TOTAL		131

### Q11 This program has taught me to find services I need.

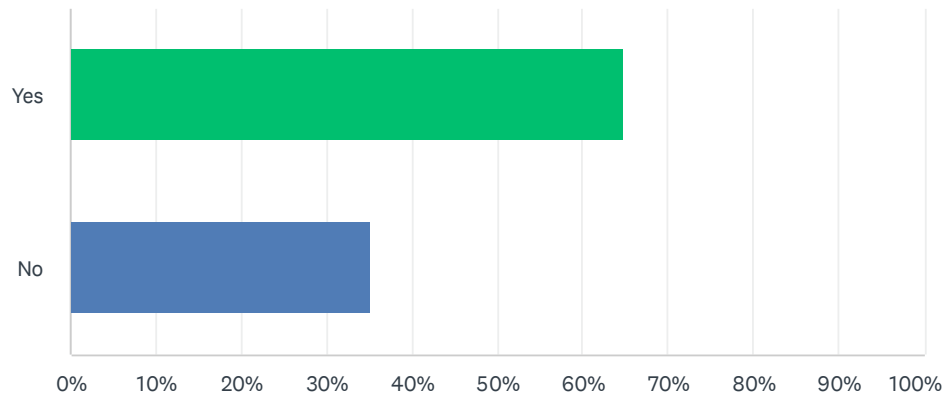
Answered: 164 Skipped: 25



ANSWER CHOICES	RESPONSES	
Strongly Disagree	7.93%	13
Disagree	3.66%	6
Not Sure	11.59%	19
Agree	29.27%	48
Strongly Agree	47.56%	78
<b>TOTAL</b>		<b>164</b>

## Q12 Would you like to answer three additional questions on this topic?

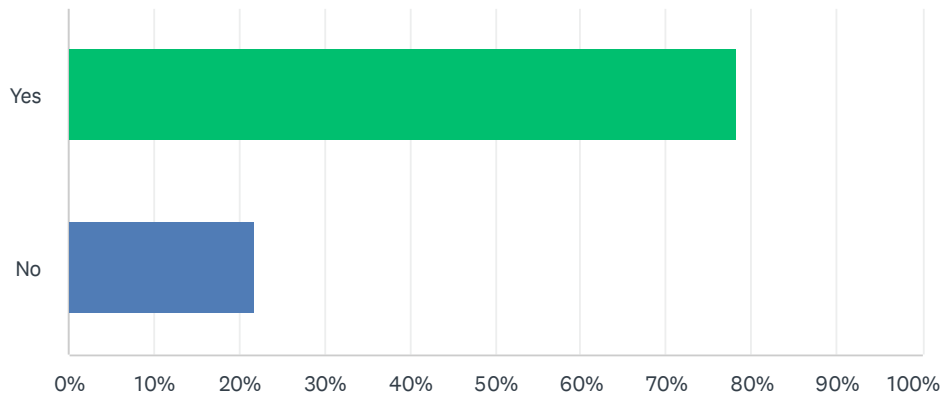
Answered: 139 Skipped: 50



ANSWER CHOICES	RESPONSES	
Yes	64.75%	90
No	35.25%	49
TOTAL		139

### Q13 I have learned about new services available to me.

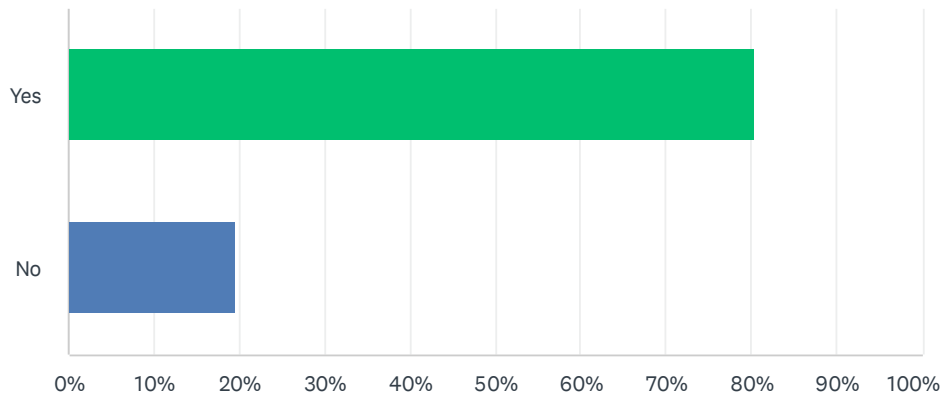
Answered: 120 Skipped: 69



ANSWER CHOICES	RESPONSES	
Yes	78.33%	94
No	21.67%	26
TOTAL		120

### Q14 I have learned about new organizations that help people.

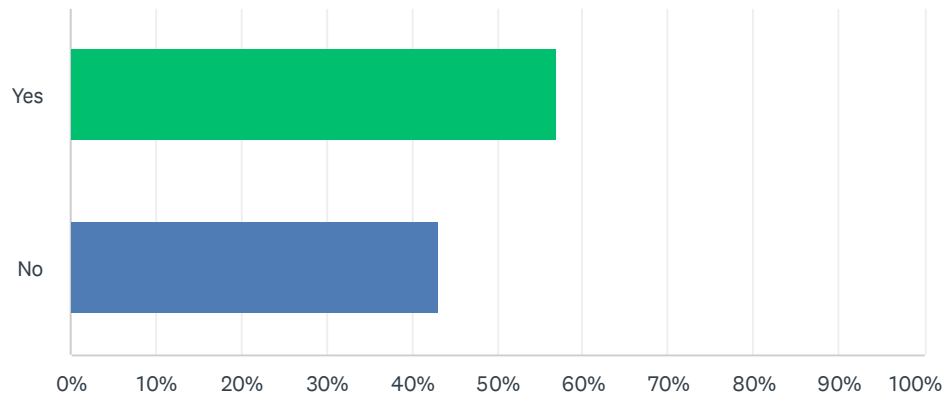
Answered: 122 Skipped: 67



ANSWER CHOICES	RESPONSES	
Yes	80.33%	98
No	19.67%	24
TOTAL		122

## Q15 Sometimes I search online and find help that I need.

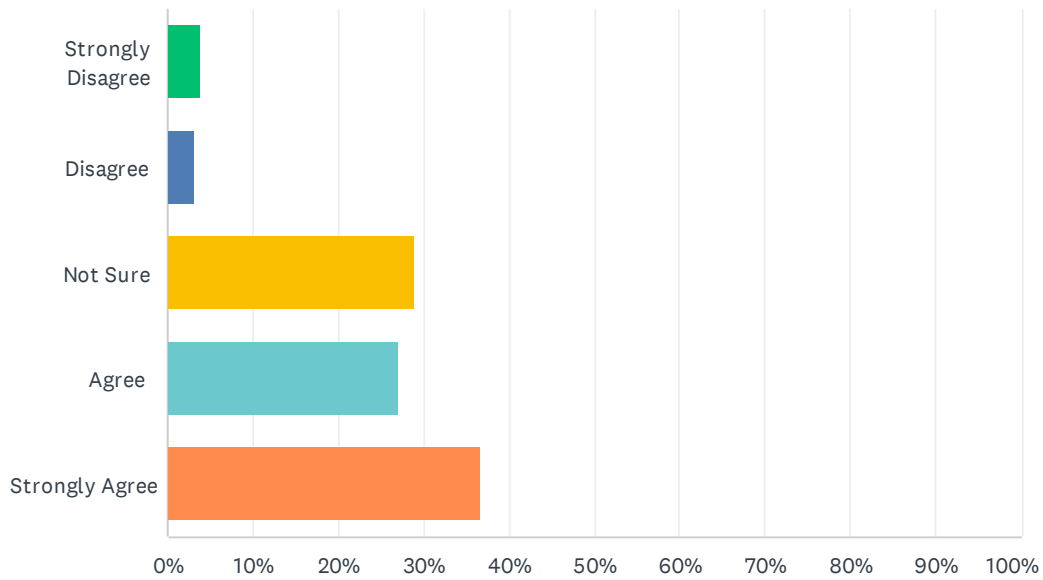
Answered: 123 Skipped: 66



ANSWER CHOICES	RESPONSES	
Yes	56.91%	70
No	43.09%	53
TOTAL		123

### Q16 Because of the program, I am better at problem solving.

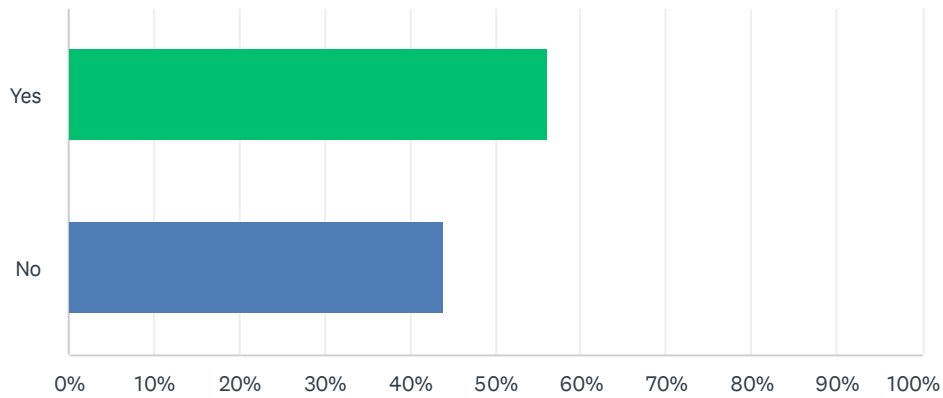
Answered: 155 Skipped: 34



ANSWER CHOICES	RESPONSES	
Strongly Disagree	3.87%	6
Disagree	3.23%	5
Not Sure	29.03%	45
Agree	27.10%	42
Strongly Agree	36.77%	57
<b>TOTAL</b>		<b>155</b>

## Q17 Would you like to answer three additional questions on this topic?

Answered: 130 Skipped: 59

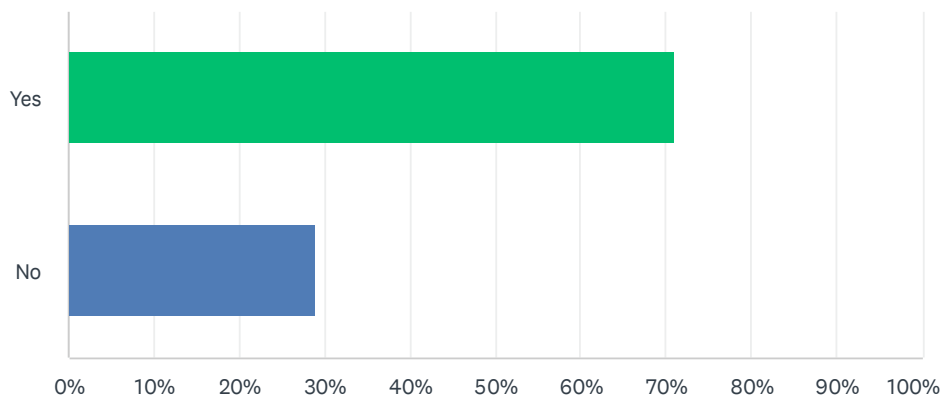


ANSWER CHOICES	RESPONSES	
Yes	56.15%	73
No	43.85%	57
TOTAL		130



### Q18 I see my household in a different way now.

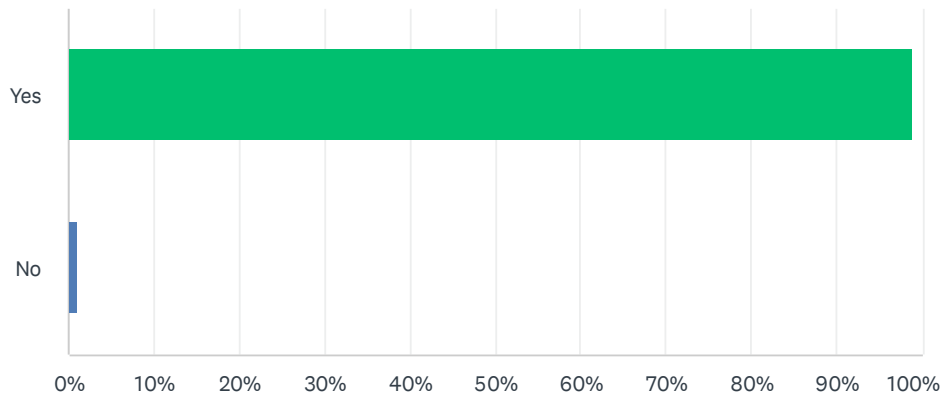
Answered: 100 Skipped: 89



ANSWER CHOICES	RESPONSES	
Yes	71.00%	71
No	29.00%	29
TOTAL		100

## Q19 I consider my options before making decisions.

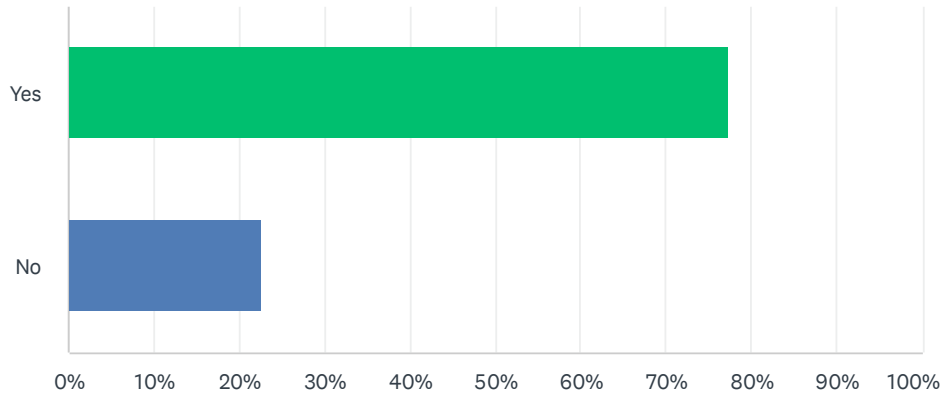
Answered: 103 Skipped: 86



ANSWER CHOICES	RESPONSES	
Yes	99.03%	102
No	0.97%	1
TOTAL		103

## Q20 Sometimes I ask advice from someone I trust before I make a decision.

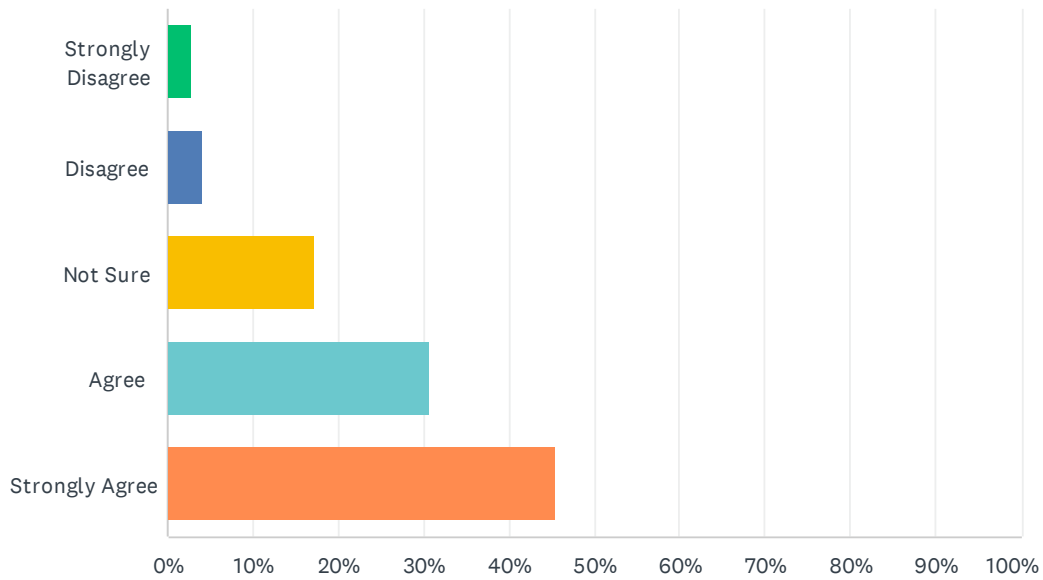
Answered: 102 Skipped: 87



ANSWER CHOICES	RESPONSES	
Yes	77.45%	79
No	22.55%	23
TOTAL		102

## Q21 Because of the program, I am better at keeping a budget.

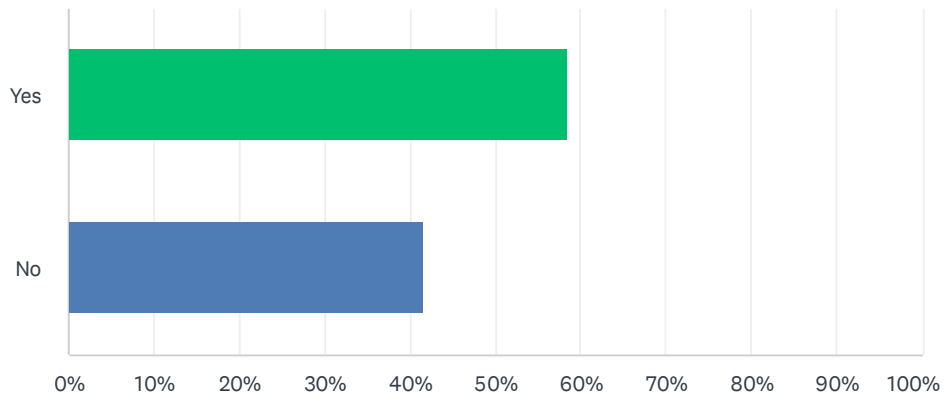
Answered: 150 Skipped: 39



ANSWER CHOICES	RESPONSES	
Strongly Disagree	2.67%	4
Disagree	4.00%	6
Not Sure	17.33%	26
Agree	30.67%	46
Strongly Agree	45.33%	68
<b>TOTAL</b>		<b>150</b>

## Q22 Would you like to answer three additional questions on this topic?

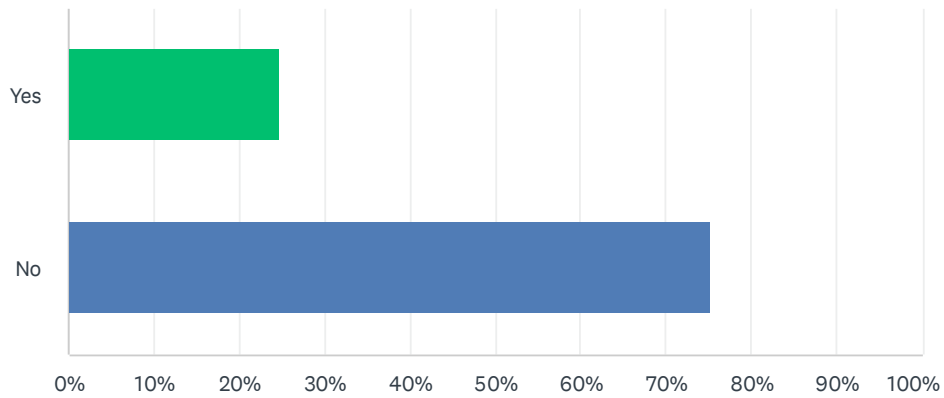
Answered: 130 Skipped: 59



ANSWER CHOICES	RESPONSES	
Yes	58.46%	76
No	41.54%	54
TOTAL		130

### Q23 I have been able to add to my savings.

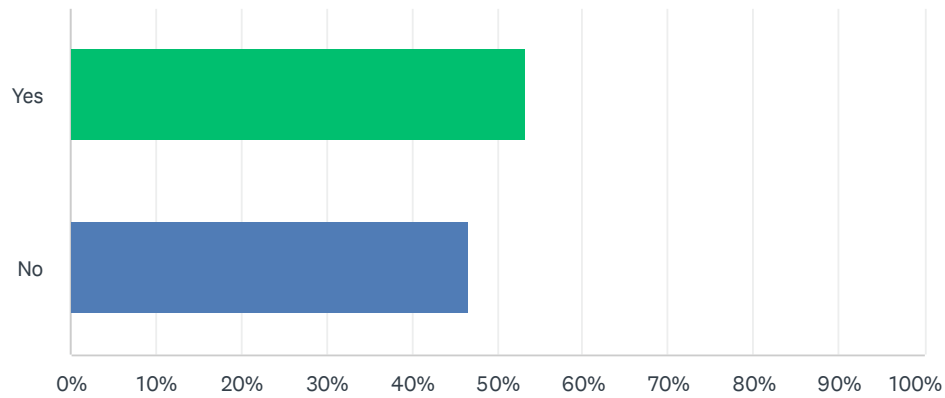
Answered: 101 Skipped: 88



ANSWER CHOICES	RESPONSES	
Yes	24.75%	25
No	75.25%	76
<b>TOTAL</b>		<b>101</b>

## Q24 Sometimes I have a little money left at the end of the month.

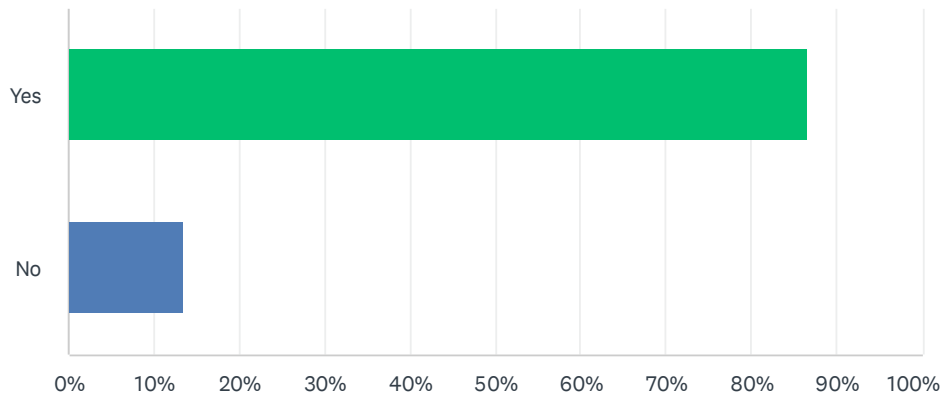
Answered: 105 Skipped: 84



ANSWER CHOICES	RESPONSES	
Yes	53.33%	56
No	46.67%	49
TOTAL		105

### Q25 It's still tough, but I'm staying within my budget.

Answered: 104 Skipped: 85

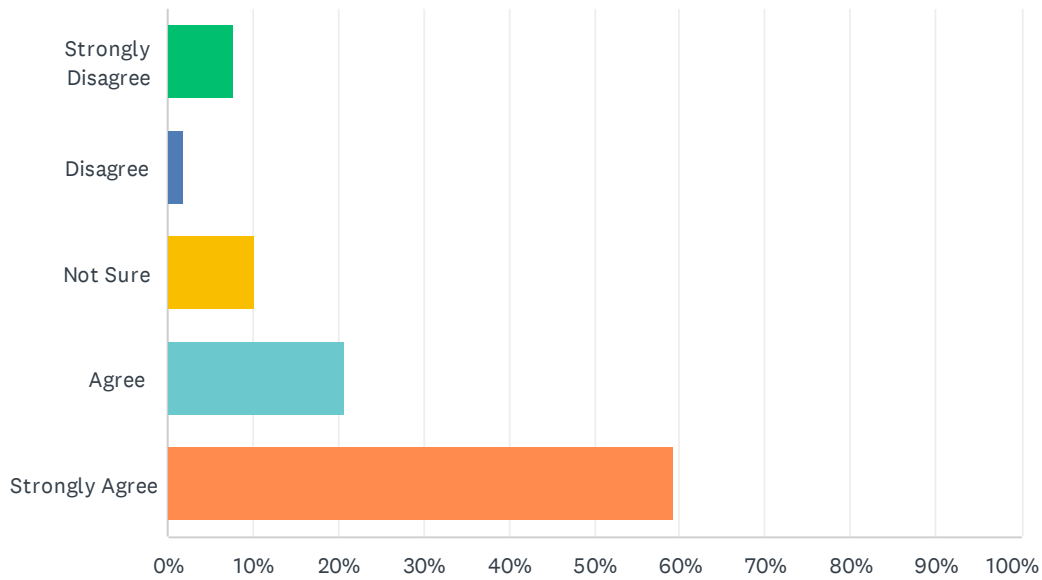


ANSWER CHOICES	RESPONSES	
Yes	86.54%	90
No	13.46%	14
TOTAL		104



## Q26 I can speak openly and honestly with my Case Manager.

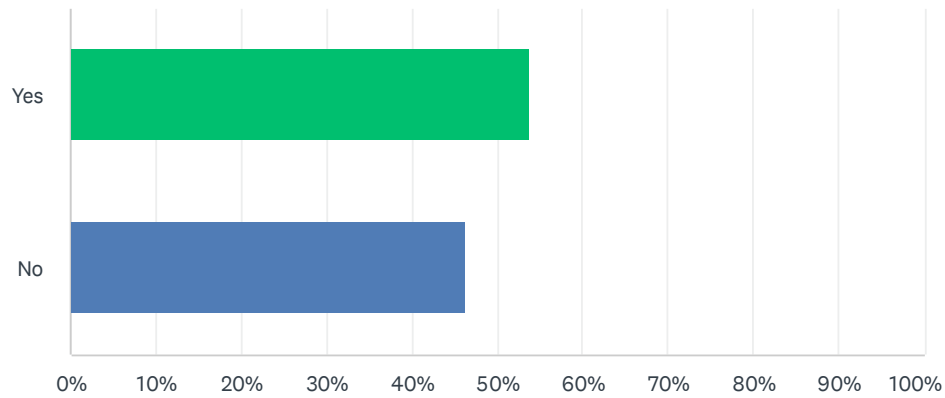
Answered: 155 Skipped: 34



ANSWER CHOICES	RESPONSES	
Strongly Disagree	7.74%	12
Disagree	1.94%	3
Not Sure	10.32%	16
Agree	20.65%	32
Strongly Agree	59.35%	92
<b>TOTAL</b>		<b>155</b>

## Q27 Would you like to answer three additional questions on this topic?

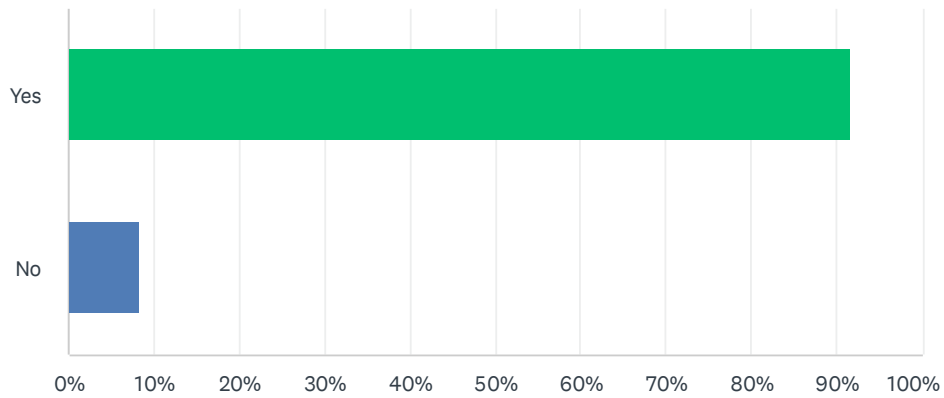
Answered: 119 Skipped: 70



ANSWER CHOICES	RESPONSES	
Yes	53.78%	64
No	46.22%	55
TOTAL		119

### Q28 My case manager seems to understand my issues.

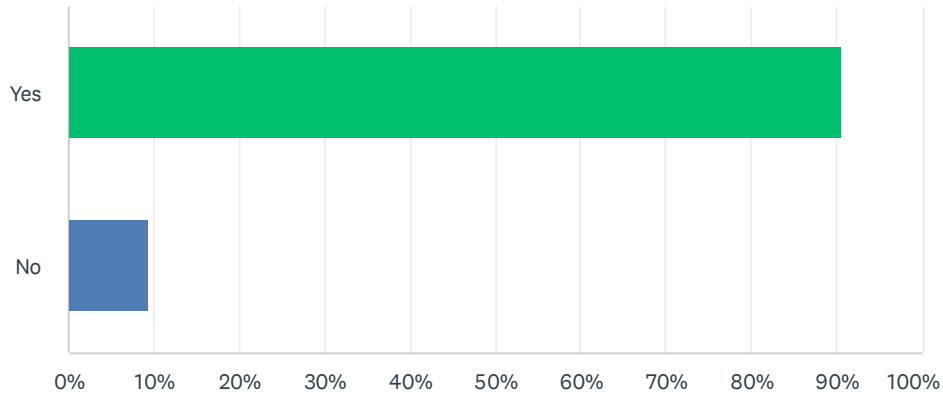
Answered: 95 Skipped: 94



ANSWER CHOICES	RESPONSES	
Yes	91.58%	87
No	8.42%	8
TOTAL		95

### Q29 I am confident that my case manager doesn't discuss my issues with others.

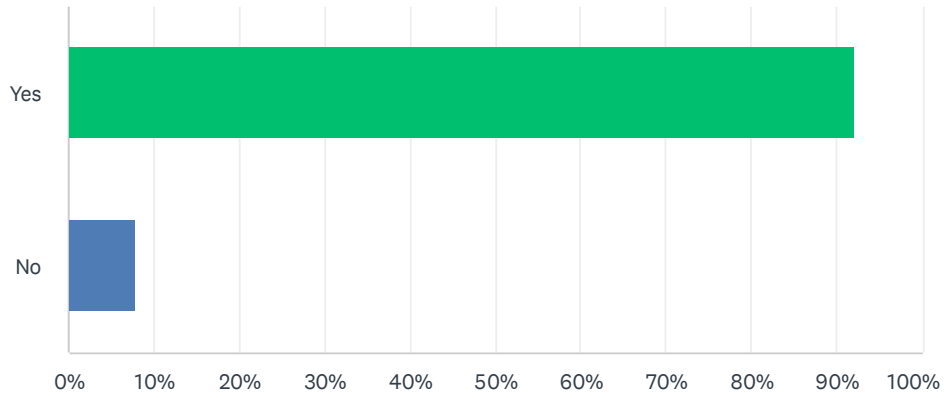
Answered: 97 Skipped: 92



ANSWER CHOICES	RESPONSES	
Yes	90.72%	88
No	9.28%	9
TOTAL		97

### Q30 Being open and honest with my case manager has helped my situation.

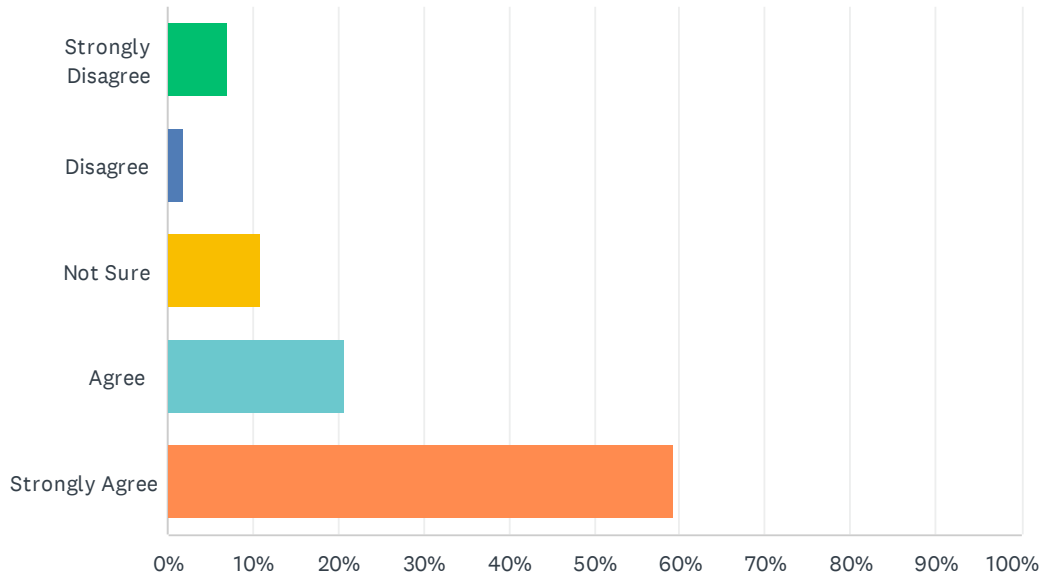
Answered: 101 Skipped: 88



ANSWER CHOICES	RESPONSES	
Yes	92.08%	93
No	7.92%	8
TOTAL		101

### Q31 My Case Manager listens to me and is genuinely interested in helping me.

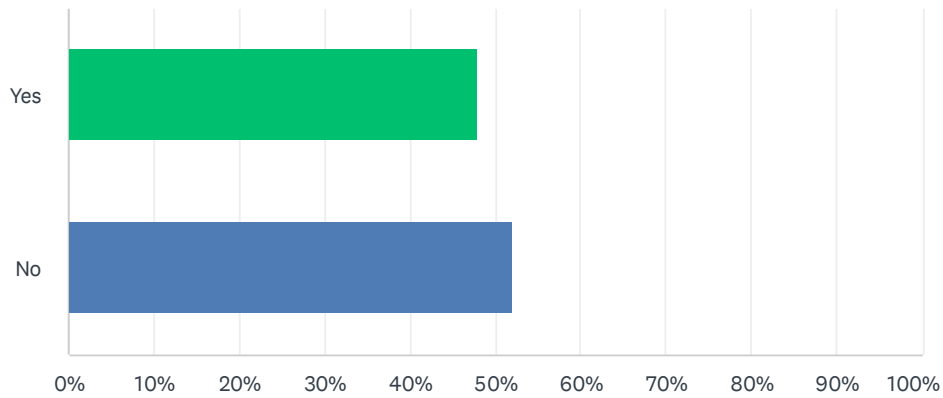
Answered: 155 Skipped: 34



ANSWER CHOICES	RESPONSES	
Strongly Disagree	7.10%	11
Disagree	1.94%	3
Not Sure	10.97%	17
Agree	20.65%	32
Strongly Agree	59.35%	92
<b>TOTAL</b>		<b>155</b>

## Q32 Would you like to answer three additional questions on this topic?

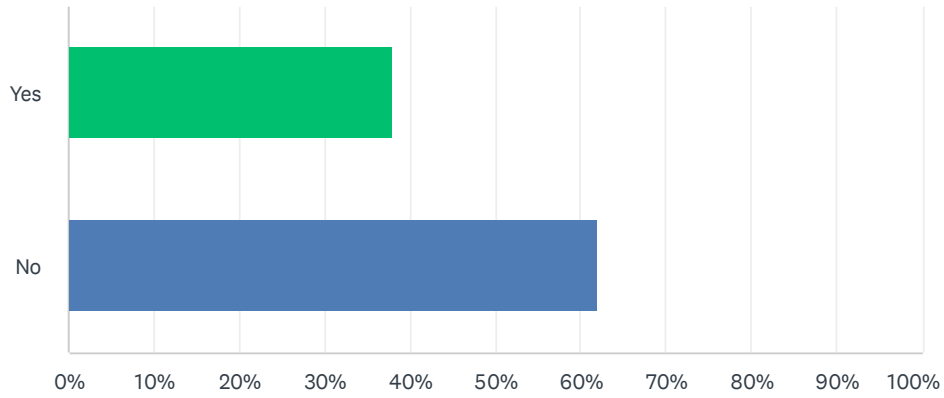
Answered: 125 Skipped: 64



ANSWER CHOICES	RESPONSES	
Yes	48.00%	60
No	52.00%	65
TOTAL		125

### Q33 Sometimes I feel like I'm the only family my case manager works with.

Answered: 87 Skipped: 102

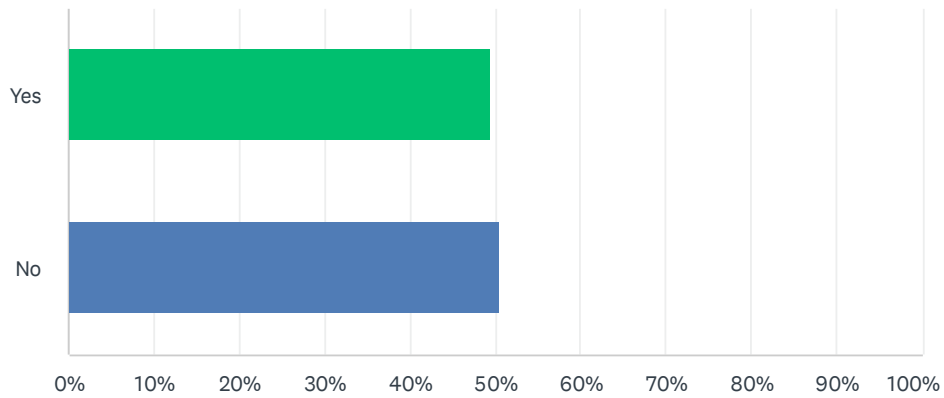


ANSWER CHOICES	RESPONSES	
Yes	37.93%	33
No	62.07%	54
TOTAL		87



### Q34 My case manager doesn't rush me out of their office.

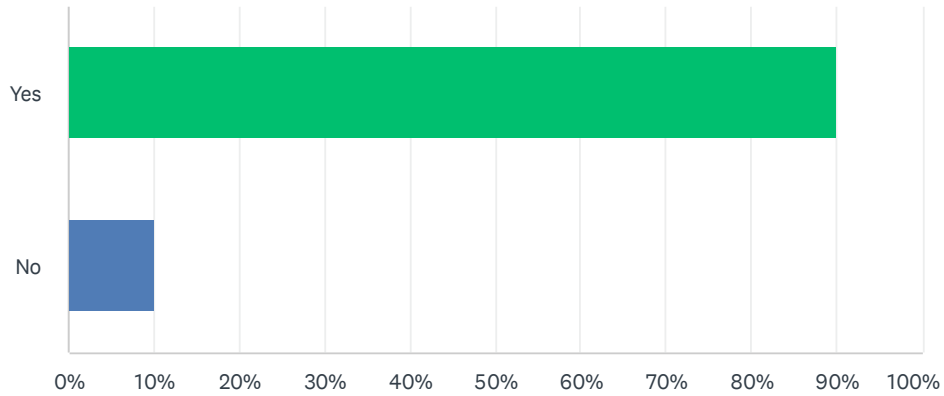
Answered: 83 Skipped: 106



ANSWER CHOICES	RESPONSES	
Yes	49.40%	41
No	50.60%	42
<b>TOTAL</b>		<b>83</b>

### Q35 My case manager knows my household issues and really cares about them.

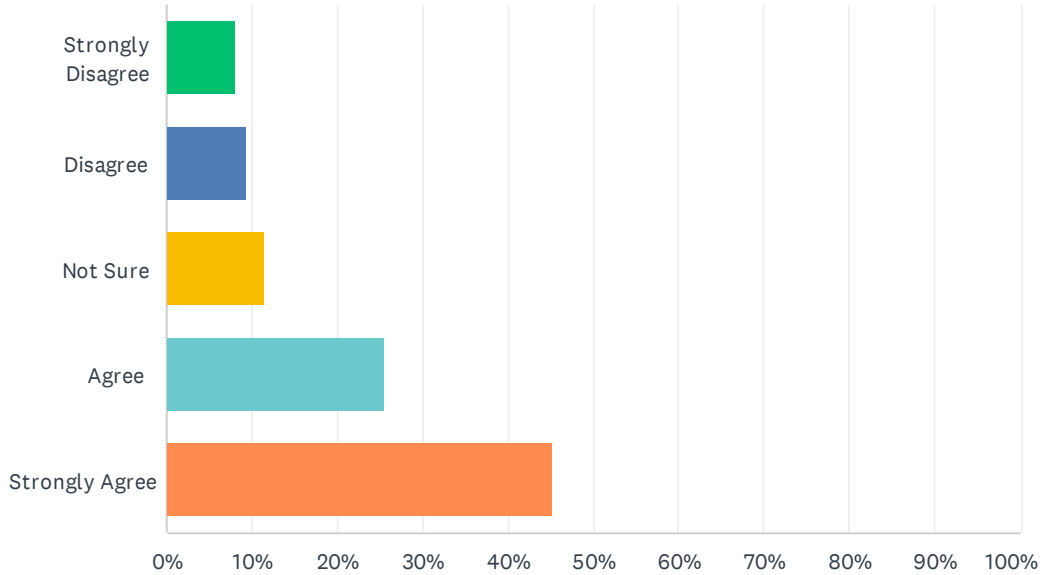
Answered: 89 Skipped: 100



ANSWER CHOICES	RESPONSES	
Yes	89.89%	80
No	10.11%	9
TOTAL		89

### Q36 My Case Manager was reasonably accessible when I tried to contact them.

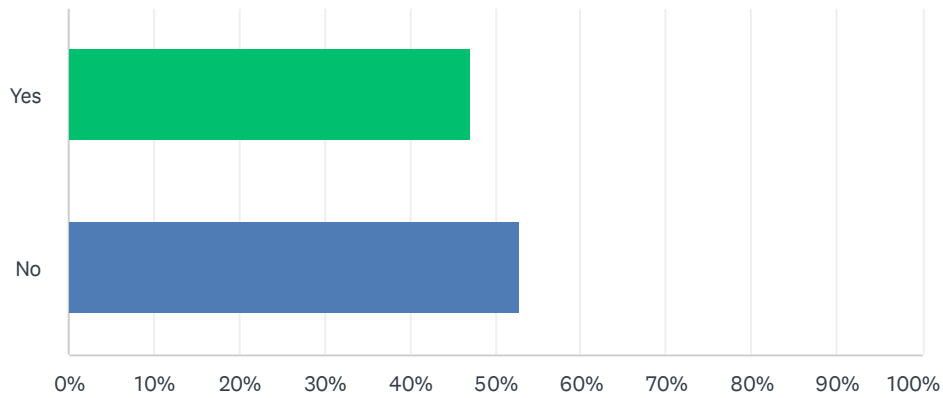
Answered: 148 Skipped: 41



ANSWER CHOICES	RESPONSES	
Strongly Disagree	8.11%	12
Disagree	9.46%	14
Not Sure	11.49%	17
Agree	25.68%	38
Strongly Agree	45.27%	67
<b>TOTAL</b>		<b>148</b>

## Q37 Would you like to answer three additional questions on this topic?

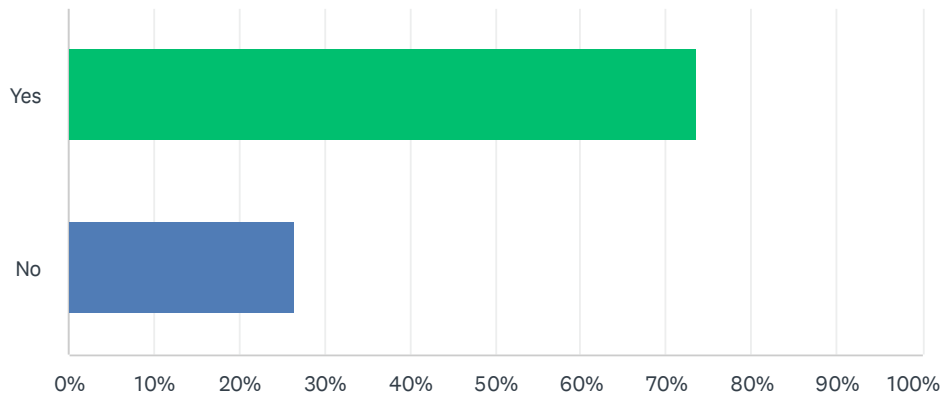
Answered: 119 Skipped: 70



ANSWER CHOICES	RESPONSES	
Yes	47.06%	56
No	52.94%	63
TOTAL		119

### Q38 I can get through when I call.

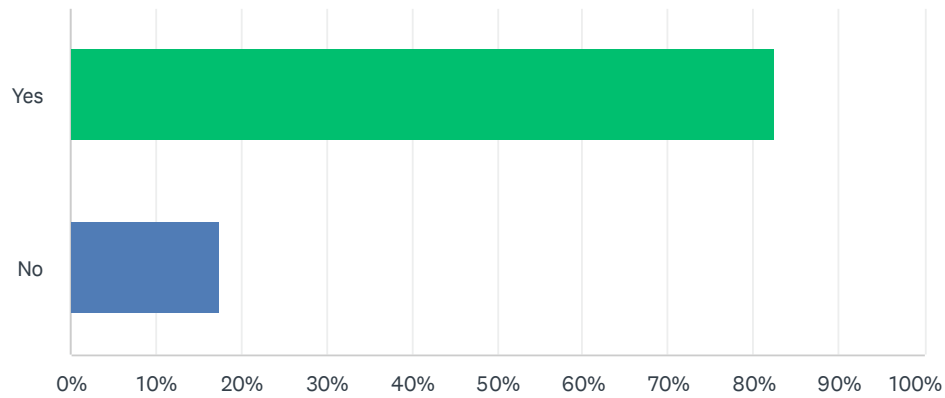
Answered: 91 Skipped: 98



ANSWER CHOICES	RESPONSES	
Yes	73.63%	67
No	26.37%	24
TOTAL		91

### Q39 My case manager is really good at calling me back.

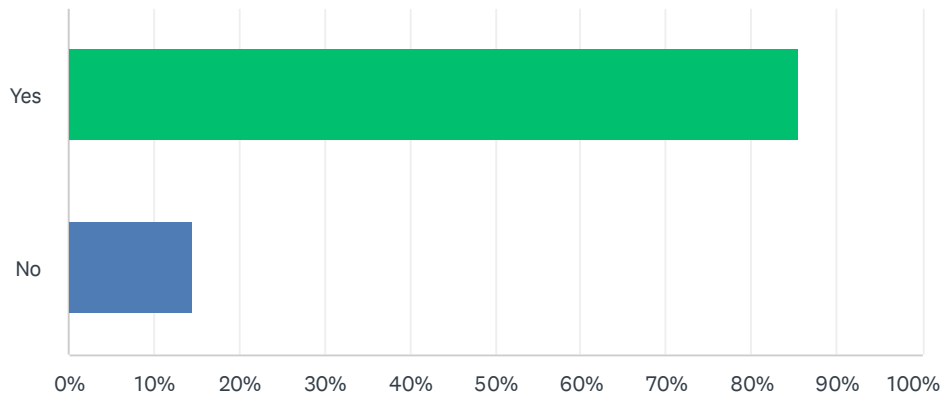
Answered: 92 Skipped: 97



ANSWER CHOICES	RESPONSES	
Yes	82.61%	76
No	17.39%	16
TOTAL		92

### Q40 My case manager takes their time with me, even on the phone.

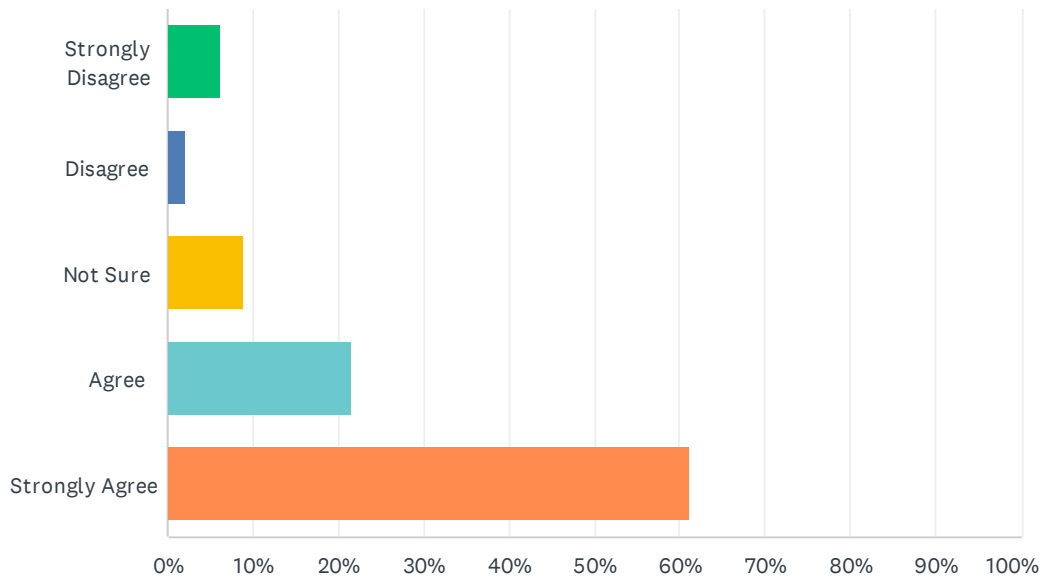
Answered: 90 Skipped: 99



ANSWER CHOICES	RESPONSES	
Yes	85.56%	77
No	14.44%	13
TOTAL		90

### Q41 My Case Manager was able to help me find the services I needed.

Answered: 144 Skipped: 45

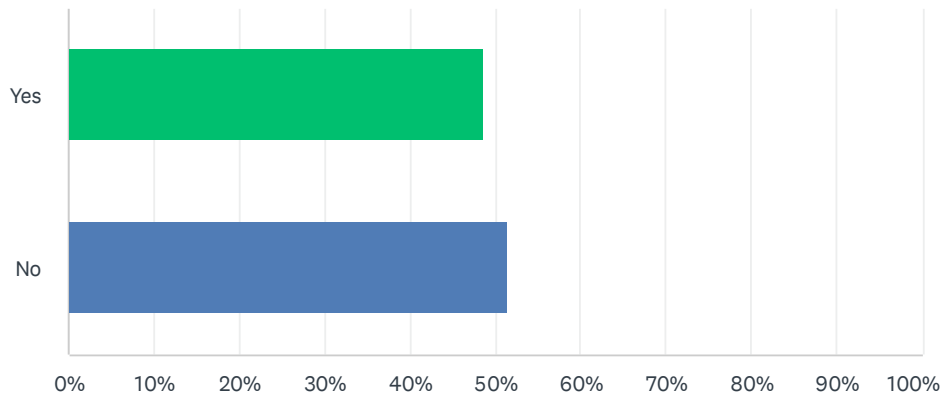


ANSWER CHOICES	RESPONSES	
Strongly Disagree	6.25%	9
Disagree	2.08%	3
Not Sure	9.03%	13
Agree	21.53%	31
Strongly Agree	61.11%	88
<b>TOTAL</b>		<b>144</b>



### Q42 Would you like to answer three additional questions on this topic?

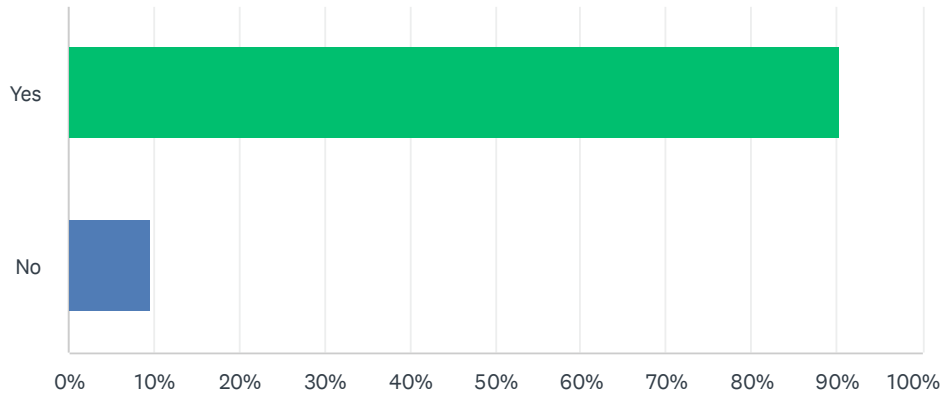
Answered: 117 Skipped: 72



ANSWER CHOICES	RESPONSES	
Yes	48.72%	57
No	51.28%	60
TOTAL		117

### Q43 My case manager knew what I needed and helped me get it.

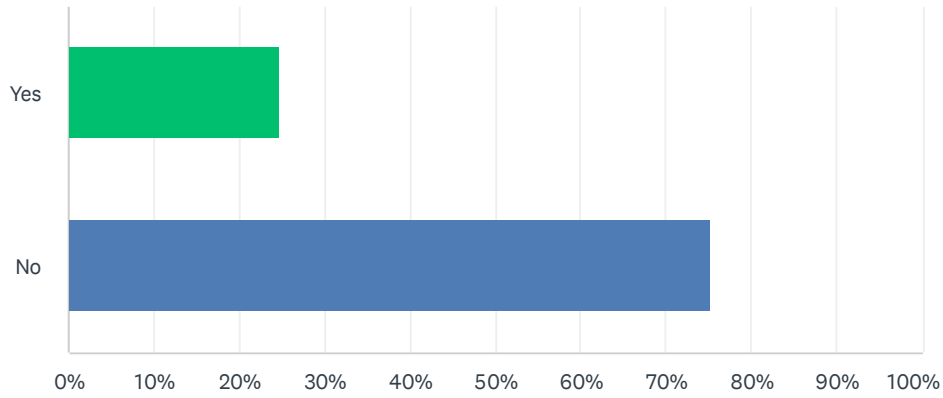
Answered: 93 Skipped: 96



ANSWER CHOICES	RESPONSES	
Yes	90.32%	84
No	9.68%	9
<b>TOTAL</b>		<b>93</b>

### Q44 I had to go somewhere else for help, but my case manager knew right where to send me.

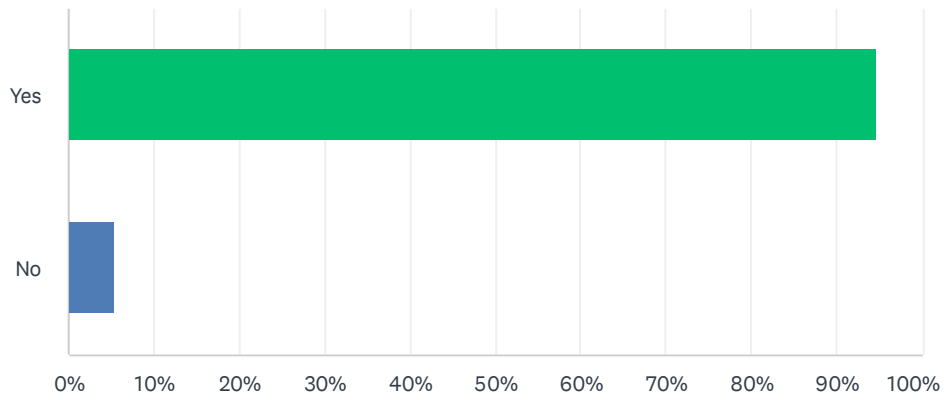
Answered: 93 Skipped: 96



ANSWER CHOICES	RESPONSES	
Yes	24.73%	23
No	75.27%	70
<b>TOTAL</b>		<b>93</b>

### Q45 I actually received the help I needed.

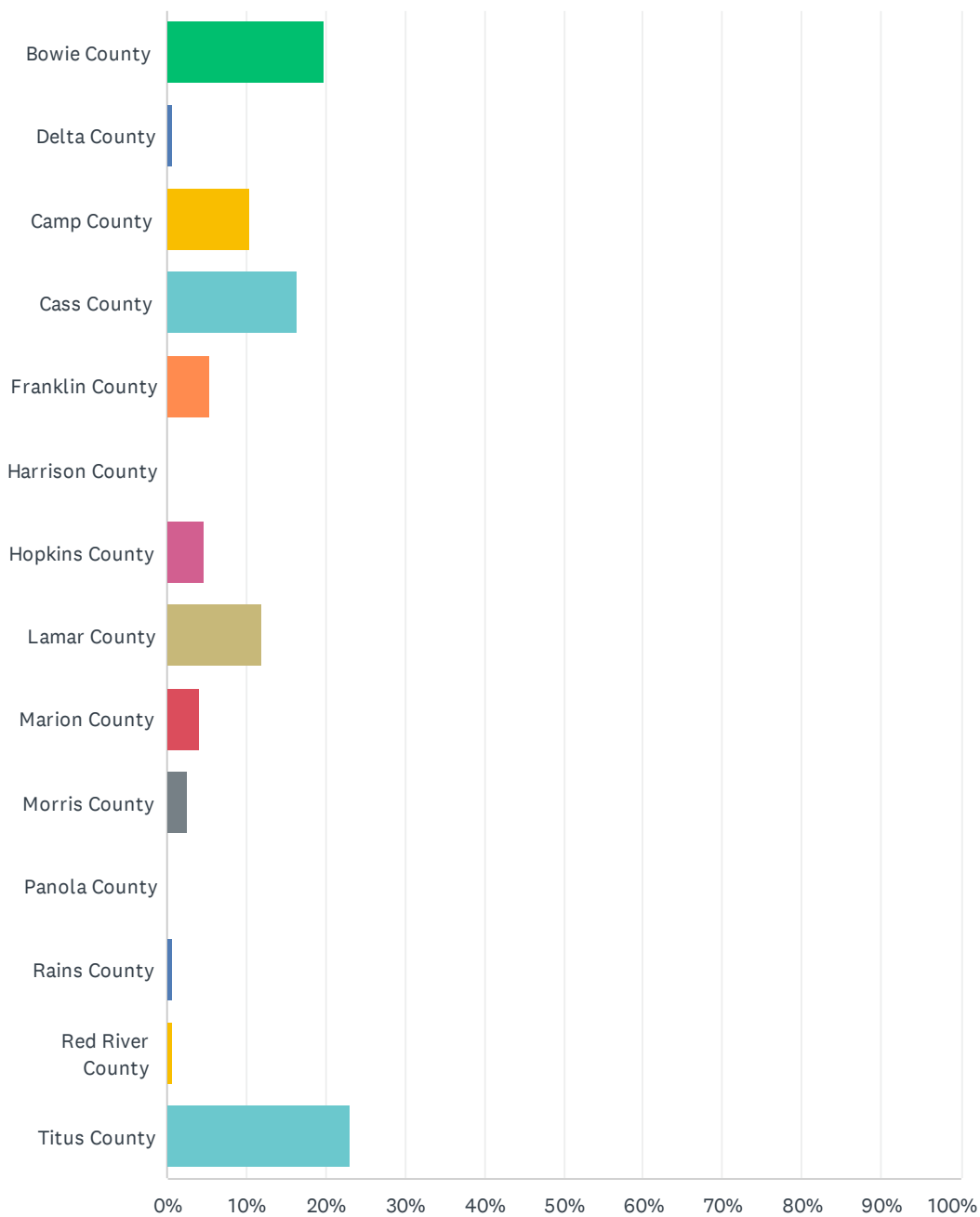
Answered: 94 Skipped: 95



ANSWER CHOICES	RESPONSES	
Yes	94.68%	89
No	5.32%	5
TOTAL		94

### Q46 In which county did you receive services?

Answered: 152 Skipped: 37



ANSWER CHOICES	RESPONSES	
Bowie County	19.74%	30
Delta County	0.66%	1
Camp County	10.53%	16
Cass County	16.45%	25
Franklin County	5.26%	8
Harrison County	0.00%	0
Hopkins County	4.61%	7
Lamar County	11.84%	18
Marion County	3.95%	6
Morris County	2.63%	4
Panola County	0.00%	0
Rains County	0.66%	1
Red River County	0.66%	1
Titus County	23.03%	35
<b>TOTAL</b>		<b>152</b>

Q47 Please enter any additional comments you may have.

Answered: 65 Skipped: 124

# Head Start

## Financial Report for the month of September 2023

(August 2023 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 11-30-2022</i>							
Personnel	\$2,351,429.00	\$156,284.22	\$1,435,696.94	\$915,732.06	\$195,952.42	\$1,763,571.75	\$327,874.81
Fringe Benefits	\$571,408.00	\$42,075.85	\$367,873.98	\$203,534.02	\$47,617.33	\$428,556.00	\$60,682.02
Travel (4120)	\$10,000.00	\$0.00	\$5,733.27	\$4,266.73	\$833.33	\$7,500.00	\$1,766.73
Equipment	\$35,000.00	\$0.00	\$26,065.00	\$8,935.00	\$2,916.67	\$26,250.00	\$185.00
Supplies	\$198,845.00	\$12,113.64	\$136,548.22	\$62,296.78	\$16,570.42	\$149,133.75	\$12,585.53
Contractual	\$292,100.00	\$0.00	\$139,820.00	\$152,280.00	\$24,341.67	\$219,075.00	\$79,255.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$0.00	\$34,647.73	(\$4,266.73)	\$2,531.75	\$22,785.75	(\$11,861.98)
Other (4122)	\$941,063.00	\$69,218.22	\$727,205.32	\$213,857.68	\$78,421.92	\$705,797.25	(\$21,408.07)
<b>Total</b>	<b>\$4,430,226.00</b>	<b>\$279,691.93</b>	<b>\$2,873,590.46</b>	<b>\$1,556,635.54</b>	<b>\$369,185.50</b>	<b>\$3,322,669.50</b>	<b>\$449,079.04</b>
T&TA	\$40,381.00	\$0.00	\$40,381.00	\$0.00	\$3,365.08	\$30,285.75	(\$10,095.25)
<b>Total</b>							
USDA Reimbursements through July 2023							\$73,283.52
Estimated USDA Reimbursement for August 2023							\$10,806.11
							<u>\$533,168.67</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

Accruals: \$4.00  
 Actual year end payroll accrual \$75,600.00

<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	\$170,393.31	\$10,757.38	\$110,522.71	\$14,199.44	\$127,794.98	\$17,272.27
Per Child	\$9,527.37	\$601.49	\$6,179.76	\$793.95	\$7,145.53	\$965.76

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,107,557.00	\$131,844.95	\$1,057,021.55	\$50,535.45



# Early Head Start

## Financial Report for the month of September 2023

(August 2023 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 11-30-2022</i>							
Personnel	\$144,584.00	\$15,339.05	\$87,900.82	\$56,683.18	\$12,048.67	\$108,438.00	\$20,537.18
Fringe Benefits	\$35,423.00	\$3,740.24	\$35,153.76	\$269.24	\$2,951.92	\$26,567.25	(\$8,586.51)
Travel (4120)	\$2,190.00	\$0.00	\$532.21	\$1,657.79	\$182.50	\$1,642.50	\$1,110.29
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$20,022.00	\$2,382.31	\$10,058.65	\$9,963.35	\$1,668.50	\$15,016.50	\$4,957.85
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	\$3,989.59	(\$922.59)	\$255.58	\$2,300.25	(\$1,689.34)
Other (4122)	\$57,920.00	\$2,428.16	\$28,384.45	\$29,535.55	\$4,826.67	\$43,440.00	\$15,055.55
<b>Total</b>	<b>\$263,206.00</b>	<b>\$23,889.76</b>	<b>\$166,019.48</b>	<b>\$97,186.52</b>	<b>\$21,933.83</b>	<b>\$197,404.50</b>	<b>\$31,385.02</b>
T&TA	\$5,257.00	\$0.00	\$4,521.80	\$735.20	\$438.08	\$3,942.75	(\$579.05)
<b>Total</b>							
USDA Reimbursements through July 2023							\$10,336.74
Estimated USDA Reimbursement for August 2023							\$1,566.57
							<u>\$43,288.33</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

Accruals: \$4.00  
 Actual year end payroll accrual \$7,200

<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	\$131,603.00	\$11,944.88	\$83,009.74	\$10,966.92	\$98,702.25	\$15,692.51
Per Child	\$16,450.38	\$1,493.11	\$10,376.22	\$1,370.86	\$12,337.78	\$1,961.56

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$65,802.00	\$1,971.25	\$16,355.51	\$49,446.49

## HEAD START and EHS NUTRITION PROGRAM

*September 2023 Financial Report*

For the month of August 2023

### CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	6,714.16	76,879.66
Administrative Labor		1,505.60	14,402.90
Food		9,946.88	96,597.94
Supplies & Equipment		1,490.92	8,402.02
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	2,913.80
Other		-	517.15
Total	\$	19,657.56	\$ 199,713.47

**\*\*Operating Labor includes C5 and C6 money\*\***

TDHS REVENUE	12,372.68	125,715.07
	(Income Starts October 2022)	

# CSBG 2023

**Financial Report for the month of September 2023**

CSBG Current Program (August 2023 Expenditures)

% of contract	67%
% of money	54%

<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 12/31/2023</i>							
Personnel	\$134,686.20	12,318.80	\$92,272.32	\$42,413.88	\$11,223.85	\$89,790.80	(\$2,481.52)
Fringe Benefits	53,987.58	2,817.84	\$21,065.88	32,921.70	4,498.97	35,991.72	14,925.84
Travel*	9,010.50	0.00	\$1,684.80	7,325.70	750.88	6,007.00	4,322.20
Equipment	49,110.00	300.55	\$3,973.58	45,136.42	4,092.50	32,740.00	28,766.42
Supplies	15,746.44	1,038.19	\$4,279.69	11,466.75	1,312.20	10,497.63	6,217.94
Contractual	3,629.50	276.08	\$1,888.41	1,741.09	302.46	2,419.67	531.26
Other	134,187.48	11,582.95	\$93,637.68	40,549.80	11,182.29	89,458.32	(4,179.36)
Indirect Costs	43,114.30	13,050.65	\$21,772.00	21,342.30	3,592.86	28,742.87	6,970.87
<b>Total</b>	<b>\$443,472.00</b>	<b>\$41,385.06</b>	<b>\$240,574.36</b>	<b>\$202,897.64</b>	<b>\$36,956.00</b>	<b>\$295,648.00</b>	<b>\$55,073.64</b>

# CEAP 2023

**Financial Report for the month of September 2023**

CEAP Current Program (August 2023 Expenditures)

% of contract	67%
% of money	98%

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>			
					Minimum	Maximum		
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2023</i>								
Administration*	\$258,248.00	45,482.83	\$258,248.00	\$0.00	7%	\$21,520.67 min	\$217,979.21 max	(\$40,268.79)
Household Crisis**	1,437,695.00	0.00	\$263,350.66	1,174,344.34		304,200.09 min	1,437,695.00 max	1,174,344.34
Utility Assistance**	1,437,695.00	(10,793.66)	\$2,778,650.21	(1,340,955.21)		304,200.09 min	1,437,695.00 max	(1,340,955.21)
Program Services	440,710.00	19,344.12	\$213,044.91	227,665.09	7%	36,725.83 min	260,403.66 max	47,358.75
Training Travel	2,500.00	0.00	\$2,500.00	0.00		0.00 min	2,500.00 max	0.00
<b>Total</b>	<b>\$3,576,848.00</b>	<b>\$54,033.29</b>	<b>\$3,515,793.78</b>	<b>\$61,054.22</b>		<b>\$666,646.67</b>	<b>\$3,356,272.88</b>	<b>(\$159,520.90)</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	7.3%	Program Services with Future Payments	0	
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**Future Payments**                      \$0.00

# CSBG D 2023

**Financial Report for the month of September 2023**

CSBG D Current Program (August 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>CSBG D January 2023 thru September 30, 2023</i>				
Personnel	\$0.00	0.00	\$300.00	(\$300.00)
Fringe Benefits	0.00	0.00	\$533.19	(533.19)
Travel*	0.00	1,865.46	\$1,865.46	(1,865.46)
Equipment	0.00	0.00	\$0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00
Direct Services to Clients	17,187.00	0.00	\$14,566.59	2,620.41
Other	5,714.00	0.00	\$2,779.26	2,934.74
Indirect Costs	0.00	0.00	\$0.00	0.00
Total	<u>\$22,901.00</u>	<u>\$1,865.46</u>	<u>\$20,044.50</u>	<u>\$2,856.50</u>

Future Payments 00.00

# CEAP SUPPLEMENTAL 2023

**Financial Report for the month of September 2023**

CEAP Current Program (August 2023 Expenditures)

% of contract	67%
% of money	80%

	<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 12/31/2023</i>						Minimum	Maximum	
Administration*	\$63,158.00	51,861.10	\$51,861.10	\$11,296.90	7%	\$5,263.17 min	\$43,599.05 max	(\$8,262.05)
Household Crisis**	351,875.00	6,965.67	\$52,016.83	299,858.17		65,134.95 min	351,875.00 max	299,858.17
Utility Assistance**	351,875.00	47,263.28	\$599,332.63	(247,457.63)		65,134.95 min	351,875.00 max	(247,457.63)
Program Services	107,864.00	0.00	\$0.00	107,864.00	0%	8,988.67 min	52,107.96 max	52,107.96
<b>Total</b>	<b>\$874,772.00</b>	<b>\$106,090.05</b>	<b>\$703,210.56</b>	<b>\$171,561.44</b>		<b>\$144,521.73</b>	<b>\$799,457.01</b>	<b>\$96,246.45</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	7.2%	Program Services with Future Payments		<b>Future Payments</b>	<b>\$15,979.48</b>
					105%

# LOW INCOME WATER ASSISTANCE PROGRAM

**Financial Report for the month of September 2023**

LIWAP Current Program (August 2023 Expenditures)

% of contract	95%
% of money	89%

<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 12/31/2023</i>							
Administration	\$83,090.00	34,840.75	\$45,260.32	\$37,829.68	\$3,956.67	\$79,133.33	\$33,873.01
Direct Services	479,425.00	54,709.99	\$507,313.20	(27,888.20)	22,829.76	456,595.24	(50,717.96)
Program Services	70,311.00	0.00	\$9,610.93	60,700.07	3,348.14	66,962.86	57,351.93
<b>Total</b>	<b>\$632,826.00</b>	<b>\$89,550.74</b>	<b>\$562,184.45</b>	<b>\$70,641.55</b>	<b>\$30,134.57</b>	<b>\$602,691.43</b>	<b>\$40,506.98</b>

Future Payments                      \$43,871.02

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

**Board Report -August 2023**

Sam's Club

Purchases for July 2023		552.82
Payment due by 08/28/2023	Pd on 08/16/2023	<u>(552.82)</u>
Balance		-

American Express

Purchases for June 2023 and July 2023		7,246.35
Payment due by ---	Pd on 08/09/2023	<u>(7,246.35)</u>
Balance		-

Line of Credit

Program	CEAP A	CSBG A	TBRA	TX-HAF
Highest August 2023 Balance	14,105.00	13,370.00	16,100.00	
Current balance	-	-		
Exp pay off date				

In House Line of Credit

Program	CEAP A	CSBG A	TRBA	LIHWAP	VET	TX-HAF
Highest August 2023 Balance	-	11,700.00	-	-	16,504.54	28,221.00
Current balance		6,400.00			27,169.54	55.00
Exp pay off date		9/30/2023			9/30/2023	

U.S. SMALL BUSINESS ADMINISTRATION LOAN

**Maturity Date 06/15/2050**

\$157038.64 as of 09/19/2023

**Payment Information**

	<b>New Balance:</b>	<b>\$552.82</b>
	<b>Total Minimum Payment Due:</b>	<b>\$50.00</b>
	<b>Payment Due Date:</b>	<b>08/28/2023</b>

Payments must be received by 5pm ET on 08/28/2023 if mailed, or by 11:59pm ET on 08/28/2023 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.

RECEIVED

AUG 14 2023

BY:

**Account Summary**

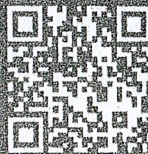
1-2

<b>Previous Balance as of 07/09/2023</b>	<b>\$77.12</b>	<b>Credit Limit</b>	<b>\$1,700</b>
Payments	- 77.12	<b>Available Credit</b>	<b>\$1,147</b>
Purchases/Debits	+ 552.82		
<b>New Balance as of 08/08/2023</b>	<b>\$552.82</b>		
31 Day Billing Cycle from 07/09/2023 to 08/08/2023			

KUC

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**Transaction Detail**

Date	Reference #	Description	Amount
<b>Payments</b>			<b>-\$77.12</b>
07/23	P9280006D015Q98TF	PAYMENT - THANK YOU	-\$77.12
<b>Purchases and Other Debits</b>			<b>\$552.82</b>
07/20	P9280006A01V41F76	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S) Total for TOMMY HOOPER	\$552.82
<b>Total Fees Charged This Period</b>			<b>\$0.00</b>
<b>Total Interest Charged This Period</b>			<b>\$0.00</b>

**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

123

ACCOUNT #: ~~5946002029230674~~

DATE OF SALE #: 230720

P.O. #:

INVOICE #: 000000

AUTHORIZATION #: 000820

CLUB #: 8295

REFERENCE #: P9280006A01V41F76

TRANSACTION #: 0

REGISTER #: 3

1-2

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003562605	SD TANGY ORIG 6.75OZ	2.000	EA	\$6.9800	\$13.96
025631674	OS CRANBERRY VP	7.000	EA	\$10.9800	\$76.86
030089094	MM PURIFIED WATER	5.000	EA	\$4.2800	\$21.40
048388528	RICE KRSP TREAT 25CT	2.000	EA	\$9.9800	\$19.96
049078671	CHEEZ-IT VEND 45 CT	2.000	EA	\$15.6200	\$31.24
052751718	NABISCO 2CT VTY PK	3.000	EA	\$14.7800	\$44.34
053485305	GARDETTOS VEND	2.000	EA	\$16.2400	\$32.48
053488193	COKE	2.000	EA	\$16.9800	\$33.96
053488199	COKE ZERO	1.000	EA	\$16.9800	\$16.98
053504670	DR PEPPER	1.000	EA	\$16.9800	\$16.98
053957593	KAR'S SWEET 'N SALTY	2.000	EA	\$16.2800	\$32.56
054040558	BELVITA BITES VTY PK	2.000	EA	\$13.7800	\$27.56
054504375	FRUIT BY THE FOOT	2.000	EA	\$16.9800	\$33.96
054559797	HOSTESS DONETTES VTY	2.000	EA	\$10.9800	\$21.96
055245099	MM SAT PAPER TOWELS	1.000	EA	\$19.9800	\$19.98
055894877	FLAVORS VP MINI CAN	2.000	EA	\$13.6800	\$27.36
057031599	CITRUS MINI CAN VP	2.000	EA	\$13.6800	\$27.36
380020719	UW TWIN PACK MUFFIN	4.000	EA	\$13.4800	\$53.92
<b>SUB \$552.82</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$552.82</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$552.82</b>



# Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

**Prepared For**  
**CREW DYKES**  
**CSNT INC**

Account Number  
XXXX-XXXXX-~~281008~~

Closing Date  
07/28/23

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
19,334.66	4,655.18	0.00	19,375.97	2,190.00	2,423.87

For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill) or call Customer Service at 1-800-492-4920.

## Activity Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX- <del>281008</del>		
07/25/23 PAYMENT RECEIVED - THANK YOU 07/25 0561600000		-19,375.97
07/12/23 CLDTKN AMAZON.COM*WX3Y11NR3 AMZN.COM/BILL W 1,203.99 ✓ 11TL0QJXM 111-0741873-5325098109 07/10/23 ROC NUMBER 11TL0QJXMIDIQ		
07/07/23 CLDTKN AMZN MKTP US AMZN.COM/BILL W -2,190.00 * G49CV8S42 113-3497696-6130698109 07/07/23 ROC NUMBER G49CV8S427C Credit		
07/12/23 CLDTKN AMZN MKTP US*KI8V47B AMZN.COM/BILL W 373.19 ✓ KMWETHPSQ 111-0720652-4143498109 07/11/23 ROC NUMBER KMWETHPSQ4DK		
07/10/23 CLDTKN AMZN MKTP US*OS4M80R AMZN.COM/BILL W 888.00 ✓ 5WBBDZVI 111-6073698-2994698109 07/10/23 ROC NUMBER 5WBBDZVI9LK		
07/02/23 CLDTKN AMZN MKTP US*164PF0Z AMZN.COM/BILL W 2,190.00 ✓ 1AKZ4O08N 113-3497696-6130698109 06/27/23 ROC NUMBER 1AKZ4O08NPMZ		
<b>Total for CREW DYKES</b>	New Charges/Other Debits Payments/Other Credits	4,655.18 -21,565.97

Do not staple or use paper clips  
**Payment Coupon**

Account Number Enter 15 digit account number on all payments.  
~~0796-566037-281008~~

CREW DYKES  
CSNT INC  
302 E HOUSTON BX 427  
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.

**Payments:** The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

**Authorizations for Electronic Payments:** By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

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**Manage your Card account online at:**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



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**International Collect:**  
1-336-393-1111.

**Hearing Impaired Services:**  
Dial Relay 711 and 1-800-492-4920.

**Large Print and Braille Statements:**  
1-800-492-4920.



**Customer Service**  
P.O. Box 53611  
Phoenix, AZ  
85072-3611

### Change of Address, phone number, email

- Online at [www.americanexpress.com/updatecontactinfo](http://www.americanexpress.com/updatecontactinfo)
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**



# Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For  
**DAN BOYD**  
**CSNT INC**

Account Number  
XXXX-XXXX-~~21009~~

Closing Date  
07/28/23

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$ Do Not Pay</b>
2,522.91	4,822.48	0.00	2,522.91	0.00	<b>4,822.48</b>

For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill) or call Customer Service at 1-800-492-4920.

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX- <del>21009</del>		
07/25/23 PAYMENT RECEIVED - THANK YOU 07/25	05616000000	2,522.91
07/11/23 COMMUNITY ACTION PAR WASHINGTON DC REF# 26882076 202-265-7546 07/10/23 TRANSACTION ROC NUMBER 26882076	26882076000	2,688.00
07/23/23 Gaylord Texan Resort Grapevine TX REF# 341 8664357627 07/23/23 ROC NUMBER 341	34100000000	522.26
07/23/23 Gaylord Texan Resort Grapevine TX REF# 342 8664357627 07/23/23 ROC NUMBER 342	34200000000	491.94
07/23/23 Gaylord Texan Resort Grapevine TX REF# 343 8664357627 07/23/23 ROC NUMBER 343	34300000000	491.96
06/30/23 HILTON GARDEN INN AUSTIN TX REF# 00917826 512-480-8181 06/29/23 ROC NUMBER 00917826	00917826000	628.32
<b>Total for DAN BOYD</b>	New Charges/Other Debits Payments/Other Credits	4,822.48 -2,522.91

Do not staple or use paper clips

### Payment Coupon

Account Number Enter 15 digit account number on all payments.  
~~3726-565331-21009~~

MB 01 000489 19839 H 1 E



DAN BOYD  
CSNT INC  
304 E HOUSTON BX 427  
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.

000489 1/1

000489 1/1 20923

000000760

(000)

Prepared For  
**DAN BOYD**  
**CSNT INC**

Account Number  
 XXXX-XXXXX **02/2009**

Page 2 of 2

**Payments:** The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

**Authorizations for Electronic Payments:** By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

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**Customer Service**  
 P.O. Box 53611  
 Phoenix, AZ  
 85072-3611

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## CHECK REGISTER FOR August 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
78225	8/2/2023	ABILA	1,085.12	Software Support
78226	8/2/2023	AEP-SWEPCO-EA	1,700.00	Client Assistance
78227	8/2/2023	BLUE CROSS BLUE SHIELD	47,340.14	Employee Insurance
78228	8/2/2023	CENTERPOINT ENERGY ENTEX	102.43	Utilities - Power
78229	8/2/2023	CITY OF HUGHES SPRINGS	262.23	Utilities - City Svcs
78230	8/2/2023	CITY OF JEFFERSON WATER .	55.50	Client Assistance
78231	8/2/2023	CITY OF LINDEN	413.49	Utilities - City Svcs
78232	8/2/2023	GUARDANT HEALTH INC	895.00	Client Assistance
78233	8/2/2023	GUARDIAN	8,018.32	Employee Insurance
78234	8/2/2023	MCI	65.07	Utilities - Phone &/or Internet
78235	8/2/2023	MOORE PEST CONTROL	165.00	Bldg Maint - Pest Control
78236	8/2/2023	MY ALARM CENTER, LLC.	42.79	Bldg Maint - Alarm
78237	8/2/2023	NAPLES HARDWARE & SUPPLIES LLC	7.59	Bldg Maint - Bldg Supplies
78238	8/2/2023	NCS PEARSON, INC.	1,552.57	Office Supplies
78240	8/2/2023	ODP BUSINESS SOLUTIONS, LLC	3,823.71	Office Supplies
78241	8/2/2023	REBECCA SCHUELLER TRAINING & CONSULTING, LLC	400.00	Training
78242	8/2/2023	RELIABLE ALARM SERVICE, LLC	45.00	Bldg Maint - Alarm
78243	8/2/2023	REPUBLIC SERVICES #070	110.29	Utilities - Trash
78244	8/2/2023	SOUTHWESTERN ELECTRIC POWER	2,419.99	Utilities - Power
78245	8/2/2023	TEXANA CEAP A	2,470.20	Journal Correction
78246	8/2/2023	TEXARKANA INDEPENDENT SCHOOL DISTRICT	105,500.00	Head Start Teaching Aids
78247	8/2/2023	THE OAKS AT ROSE HILL	998.85	Client Assistance
78248	8/2/2023	TRICO LUMBER CO.	21.15	Bldg Maint - Bldg Supplies
78249	8/2/2023	TXU-ASSISTANCE GROUP	153.95	Client Assistance
78250	8/2/2023	UPSHUR RURAL ELEC. CORP.	255.34	Client Assistance
78251	8/2/2023	WASTE MANAGEMENT CORPORATE SERVICES, INC.	424.00	Utilities - Trash
78252	8/2/2023	WILLIAM A. SMITH	2,000.00	Bldg Maint - Portable Bldg
78253	8/2/2023	WINDSTREAM	97.09	Utilities - Phone &/or Internet
78254	8/9/2023	ABERNATHY COMPANY	4,291.67	Cleaning Supplies
78255	8/9/2023	ADA RENTALS, LLC	444.00	Client Assistance
78256	8/9/2023	AEP-SWEPCO-EA	1,513.50	Client Assistance
78257	8/9/2023	AMERICAN EXPRESS	7,246.35	Travel & Supplies
78258	8/9/2023	AT&T	1,072.19	Utilities - Phone &/or Internet
78259	8/9/2023	ATLANTA UTILITIES	264.00	Client Assistance
78260	8/9/2023	BLOOMBURG WATER SUPPLY	41.23	Utilities - Water
78261	8/9/2023	BLUE MARLIN INVESTMENT PROPERTIES, LLC	830.00	Client Assistance
78262	8/9/2023	BOB GATES	650.00	Client Assistance
78263	8/9/2023	Brad Sears Rentals	865.00	Client Assistance
78264	8/9/2023	BRANDON ELLIOTT	500.00	Client Assistance
78265	8/9/2023	CANYON CREEK APT	612.00	Client Assistance
78266	8/9/2023	CARCO GROUP INC	75.00	Employee Background
78267	8/9/2023	CECELIA HUFF	67.08	Per Diem
78268	8/9/2023	CENTERPOINT ENERGY ENTEX	55.74	Utilities - Power
78269	8/9/2023	CHAD CLEMENTS	770.00	Client Assistance
78270	8/9/2023	CHARLOTTE HALL	521.47	Employee Reimbursements
78271	8/9/2023	CITY OF CLARKSVILLE WATER DEPT	1,180.65	Client Assistance
78272	8/9/2023	CITY OF DAINGERFIELD	170.00	Client Assistance
78273	8/9/2023	City of Hooks	471.24	Client Assistance
78274	8/9/2023	CITY OF JEFFERSON WATER .	0.00	Client Assistance
78275	8/9/2023	CITY OF LINDEN	402.00	Client Assistance
78276	8/9/2023	CITY OF MOUNT PLEASANT	680.00	Client Assistance
78277	8/9/2023	CITY OF MOUNT VERNON	280.31	Client Assistance
78278	8/9/2023	CITY OF NEW BOSTON	24.19	Client Assistance
78279	8/9/2023	CITY OF OMAHA	292.38	Client Assistance
78280	8/9/2023	CITY OF PARIS	868.26	Client Assistance



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## CHECK REGISTER FOR August 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
78281	8/9/2023	CITY OF PITTSBURG	670.62	Client Assistance
78282	8/9/2023	CITY OF SULPHUR SPRINGS WATER DEPARTMENT	150.67	Client Assistance
78283	8/9/2023	CSNT ORG PAYEE	312.00	SSA Client Fee
78284	8/9/2023	E M C WATER SUPPLY CORP.	170.00	Client Assistance
78285	8/9/2023	Geraldine Best	500.00	Client Assistance
78286	8/9/2023	GHEKO DESIGNS	430.89	T-shirts
78287	8/9/2023	GREG'S MIRACLE MART	64.66	Vehicle Fuel
78288	8/9/2023	HAMILTON PROPERTIES	216.00	Client Assistance
78289	8/9/2023	Heartland Village	659.00	Client Assistance
78290	8/9/2023	HESS OUTLET	45.00	Client Assistance
78291	8/9/2023	HIEM Legacy Corp (Magnolia Garden)	1,244.00	Client Assistance
78292	8/9/2023	ITNS, LLC	6,415.00	Bldg Maint - Security Cameras
78293	8/9/2023	KATHY JO RODGERS	298.00	Client Assistance
78294	8/9/2023	KIM'S CONVENIENCE STORES	48.09	Vehicle Fuel
78295	8/9/2023	LARRY WRIGHT	390.00	Client Assistance
78296	8/9/2023	MARC MOTE PROPERTIES	795.00	Client Assistance
78297	8/9/2023	MARGARETT JOHNSON	1,400.00	Client Assistance
78298	8/9/2023	MARIA B GUERRERO	500.00	Client Assistance
78299	8/9/2023	MICHELLE MOREHEAD	5.58	Employee Reimbursements
78300	8/9/2023	MICHELLE MOREHEAD	0.00	Employee Reimbursements
78301	8/9/2023	MILLER GROVE WSC	170.00	Client Assistance
78302	8/9/2023	MOORE PEST CONTROL	165.00	Bldg Maint - Pest Control
78303	8/9/2023	MOUNT PLEASANT HOUSING AUTHORITY	316.00	Client Assistance
78304	8/9/2023	NAPLES HARDWARE & SUPPLIES LLC	98.01	Bldg Maint - Bldg Supplies
78305	8/9/2023	NARROW PATH PROPERTY MANAGEMENT	2,600.00	Client Assistance
78306	8/9/2023	NATHAN BELL, LLC	127.00	Client Assistance
78307	8/9/2023	ODP BUSINESS SOLUTIONS, LLC	523.11	Office Supplies
78308	8/9/2023	PAM MCMICHEAL	471.00	Client Assistance
78309	8/9/2023	PEST-PRO SERVICES INC	110.00	Bldg Maint - Pest Control
78310	8/9/2023	PRIMROSE ESTATES	349.00	Client Assistance
78311	8/9/2023	PTL VILLAGE LLC	3,100.00	Client Assistance
78312	8/9/2023	QUEEN CITY WATERWORKS	1,588.00	Client Assistance
78313	8/9/2023	ROGERS TROPHY & SIGN CO., INC.	237.75	Employee Cost - Plaques
78314	8/9/2023	S.W. ARKANSAS TELE. CO-OP	240.27	Utilities - Phone &/or Internet
78315	8/9/2023	SKAGGS TRAVEL STOPS INC.	36.74	Vehicle Fuel
78316	8/9/2023	SOUTHWESTERN ELECTRIC POWER	16.59	Utilities - Power
78317	8/9/2023	STAPLES BUSINESS CREDIT	7,912.00	Office Supplies
78318	8/9/2023	TEXANA LA	75.00	Petty Cash Reimbursement
78319	8/9/2023	TEXARKANA WATER UTILITIES	1,568.66	Client Assistance
78320	8/9/2023	THE RESIDENCES ON STILLHOUSE ROAD	391.00	Client Assistance
78321	8/9/2023	THOMAS BLYTHE	425.00	Client Assistance
78322	8/9/2023	TITUS DENTAL CARE	33.00	Client Assistance
78323	8/9/2023	TOSHIBA FINANCIAL SERVICES	1,717.00	Copier - Leases
78324	8/9/2023	TRACY SMITH	270.00	Bldg Maint - Lawn Care
78325	8/9/2023	TRI SPECIAL UTILITY DISTRICT	510.00	Client Assistance
78326	8/9/2023	VANCO SYSTEMS, INC.	234.95	Copier - Lease & Copy Charges
78327	8/9/2023	WAYNE KERBY	576.00	Client Assistance
78328	8/9/2023	WEX HEALTH, INC.	85.00	Employee Insurance
78329	8/9/2023	WILLIAM MICHAEL BERRY	520.55	Bldg Maint - AC Repair
78330	8/9/2023	WOODBRIIDGE APARTMENTS	490.00	Client Assistance
78331	8/9/2023	XEROX CORPORATION	796.05	Copier - Lease & Copy Charges
78332	8/16/2023	ABERNATHY COMPANY	1,373.75	Cleaning Supplies
78333	8/16/2023	AEP-SWEPKO-EA	1,961.48	Client Assistance
78334	8/16/2023	ALL MY CHILDREN DAYCARE	77.00	Client Assistance
78335	8/16/2023	AMERICAN NATIONAL INSURANCE COMPANY	17.60	Client Assistance

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## CHECK REGISTER FOR August 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
78336	8/16/2023	AT&T	92.47	Utilities - Phone &/or Internet
78337	8/16/2023	ATLANTA UTILITIES	197.31	Client Assistance
78338	8/16/2023	B & S TRUE VALUE HARDWARE	35.97	Bldg Maint - Bldg Supplies
78339	8/16/2023	BEN E KEITH CO	2,220.35	Head Start Grocery
78340	8/16/2023	BILLY D MCNEIL	400.00	Client Assistance
78341	8/16/2023	BOBBY'S B&G AUTOMOTIVE INC.	877.33	Vehicle Repair
78342	8/16/2023	BOWIE CASS	334.83	Client Assistance
78343	8/16/2023	CAMCO ELEVATOR INC	150.00	Bldg Maint - Elevator Maint
78344	8/16/2023	CENTERPOINT ENERGY	118.77	Client Assistance
78345	8/16/2023	CENTERPOINT ENERGY ENTEX	54.45	Utilities - Power
78346	8/16/2023	CITY OF ATLANTA	170.00	Client Assistance
78347	8/16/2023	CITY OF CLARKSVILLE WATER DEPT	655.80	Client Assistance
78348	8/16/2023	CITY OF MOUNT PLEASANT	1,530.00	Client Assistance
78349	8/16/2023	CITY OF OMAHA	170.00	Client Assistance
78350	8/16/2023	CITY OF PARIS	510.00	Client Assistance
78351	8/16/2023	CITY OF PITTSBURG	217.27	Client Assistance
78352	8/16/2023	CITY OF WINFIELD	170.00	Client Assistance
78353	8/16/2023	CLUBBS PLUMBING	1,660.26	Bldg Maint - Kitchen
78354	8/16/2023	COLEMAN MOTORS, INC.	755.54	Vehicle Repair
78355	8/16/2023	CRUMP'S IGA	5.89	Head Start Grocery
78356	8/16/2023	CYPRESS SPRINGS SUD	690.00	Client Assistance
78357	8/16/2023	ETEX TELEPHONE CORP, INC.	6,039.39	Utilities - Phone &/or Internet
78358	8/16/2023	HOLLY SPRINGS WSC	170.00	Client Assistance
78359	8/16/2023	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	28.95	Bldg Maint - Alarm
78360	8/16/2023	MARIA SOLIS	400.00	Client Assistance
78361	8/16/2023	MIMS WATER SUPPLY CO	340.00	Client Assistance
78362	8/16/2023	NAPLES HARDWARE & SUPPLIES LLC	60.58	Bldg Maint - Bldg Supplies
78363	8/16/2023	ODP BUSINESS SOLUTIONS, LLC	389.93	Office Supplies
78364	8/16/2023	PITTSBURG CORNER EXPRESS	105.03	Vehicle Fuel
78365	8/16/2023	REGION VIII ESC	150.00	Employee Cost - Bus Drivers
78366	8/16/2023	SAM'S CLUB	552.82	Supplies
78367	8/16/2023	SOUTHWESTERN ELECTRIC POWER	1,549.04	Utilities - Power
78369	8/16/2023	TEXARKANA WATER UTILITIES	0.00	Client Assistance
78368	8/16/2023	TEXARKANA WATER UTILITIES	1,404.26	Client Assistance
78370	8/16/2023	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	177.62	Refund
78371	8/16/2023	TOMMY HOOPER PETTY CASH CUSTODIAN	80.00	Petty Cash
78372	8/16/2023	TRI SPECIAL UTILITY DISTRICT	531.64	Client Assistance
78373	8/16/2023	TRICO LUMBER CO.	183.05	Bldg Maint - Bldg Supplies
78374	8/16/2023	WEST STREET HOME AND AUTO	59.97	Vehicle Supplies
78375	8/16/2023	WILLIAM MICHAEL BERRY	574.42	Bldg Maint - AC Repair
78376	8/16/2023	WINDSTREAM	304.43	Utilities - Phone &/or Internet
78378	8/23/2023	AEP-SWEPKO-EA	26,861.32	Client Assistance
78379	8/23/2023	AREA WIDE PROPERTIES	1,400.00	Rent
78380	8/23/2023	ATLANTA ISD	700.00	Rent
78381	8/23/2023	ATLANTA UTILITIES	680.00	Client Assistance
78382	8/23/2023	ATMOS ENERGY	622.99	Client Assistance
78383	8/23/2023	BI-COUNTY WATER SUPPLY CORP.	518.07	Client Assistance
78384	8/23/2023	BOWIE CASS	3,987.27	Client Assistance
78385	8/23/2023	CAMCO ELEVATOR INC	150.00	Bldg Maint - Elevator Maint
78386	8/23/2023	CENTERPOINT ENERGY	1,524.39	Client Assistance
78387	8/23/2023	CENTERPOINT ENERGY ENTEX	114.58	Utilities - Power
78388	8/23/2023	CHEANEITA GEORGE	120.40	Employee Reimbursement
78389	8/23/2023	CITY OF ATLANTA	510.00	Client Assistance
78390	8/23/2023	CITY OF AVINGER	255.00	Client Assistance
78391	8/23/2023	CITY OF CLARKSVILLE WATER DEPT	170.00	Client Assistance

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## CHECK REGISTER FOR August 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
78392	8/23/2023	CITY OF DAINGERFIELD	393.62	Client Assistance
78393	8/23/2023	CITY OF HUGHES SPRINGS	510.00	Utilities - City Svcs / Client Svcs
78394	8/23/2023	CITY OF LINDEN	3,060.00	Client Assistance
78395	8/23/2023	CITY OF MOUNT PLEASANT	1,519.50	Client Assistance
78396	8/23/2023	CITY OF NAPLES	850.00	Client Assistance
78397	8/23/2023	CITY OF OMAHA	255.00	Client Assistance
78398	8/23/2023	CITY OF PARIS	425.00	Client Assistance
78399	8/23/2023	CITY OF PITTSBURG	255.00	Client Assistance
78400	8/23/2023	CITY OF ROXTON	1,149.64	Client Assistance
78401	8/23/2023	CITY OF SULPHUR SPRINGS WATER DEPARTMENT	930.70	Client Assistance
78402	8/23/2023	CITY OF TALCO WATER DEPT.	425.00	Client Assistance
78403	8/23/2023	E M C WATER SUPPLY CORP.	510.00	Client Assistance
78404	8/23/2023	GLENN B. LANIER	240.00	Rent
78405	8/23/2023	HARLETON WATER SUPPLY CO.	510.00	Client Assistance
78406	8/23/2023	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
78407	8/23/2023	HUGHES SPRINGS ISD	800.00	Rent
78408	8/23/2023	JAMIE BROWN	40.58	Employee Reimbursement
78409	8/23/2023	JIMMIE RAY AYERS	800.00	Rent
78410	8/23/2023	KELLYVILLE BERIA WATER SUPPLY	255.00	Client Assistance
78411	8/23/2023	LINDEN FUEL CENTER	677.84	Vehicle Fuel
78412	8/23/2023	MACEDONIA-EYLAU MUNICIPAL UTILITY DISTRICT #1	220.92	Client Assistance
78413	8/23/2023	MIMS WATER SUPPLY CO	935.00	Client Assistance
78414	8/23/2023	Minol	1,431.37	Client Assistance
78415	8/23/2023	NAPLES HARDWARE & SUPPLIES LLC	7.99	Bldg Maint - Bldg Supplies
78416	8/23/2023	ODP BUSINESS SOLUTIONS, LLC	521.99	Office Supplies
78417	8/23/2023	R. MORGAN, LLC	950.00	Rent
78418	8/23/2023	RELIANT ENERGY	1,879.49	Client Assistance
78419	8/23/2023	SMALL BUSINESS ADMINISTRATION	641.00	Rent
78420	8/23/2023	SOUTHWESTERN ELECTRIC POWER	2,968.44	Utilities - Power
78421	8/23/2023	STUART C IRBY CO.	313.00	Bldg Maint - Supplies
78422	8/23/2023	SUDDENLINK	68.81	Utilities - Phone &/or Internet
78423	8/23/2023	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Head Start Rent
78424	8/23/2023	TEXARKANA WATER UTILITIES	2,540.87	Client Assistance
78425	8/23/2023	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	362.94	Refund
78426	8/23/2023	TOMMY HOOPER	74.96	Employee Reimbursements
78427	8/23/2023	TRI SPECIAL UTILITY DISTRICT	414.26	Client Assistance
78428	8/23/2023	TRIEAGLE ENERGY	1,650.65	Client Assistance
78429	8/23/2023	TURNER DAVID K	1,000.00	Rent
78430	8/23/2023	TXU-ASSISTANCE GROUP	1,803.21	Client Assistance
78431	8/23/2023	UPSHUR RURAL ELEC. CORP.	2,770.82	Client Assistance
78432	8/23/2023	VENUS HORNBuckle	60.94	Employee Reimbursements
78433	8/23/2023	VERIZON WIRELESS	2,406.66	Utilities - Phone &/or Internet
78434	8/23/2023	WILLIAM MICHAEL BERRY	250.00	Bldg Maint - AC Repair
78435	8/23/2023	WILLIAMS CHAPEL BAPTIST CHURCH	1,000.00	Rent
78436	8/23/2023	WINDSTREAM	300.23	Utilities - Phone &/or Internet
78437	8/30/2023	ABERNATHY COMPANY	611.55	Cleaning Supplies
78438	8/30/2023	ADA RENTALS, LLC	444.00	Client Assistance
78440	8/30/2023	AEP-SWEPCO-EA	14,595.06	Client Assistance
78441	8/30/2023	AFLAC	1,446.30	Employee Insurance
78442	8/30/2023	ATLANTA UTILITIES	94.00	Client Assistance
78443	8/30/2023	BEN E KEITH CO	9,473.58	Head Start Grocery
78444	8/30/2023	BLUE MARLIN INVESTMENT PROPERTIES, LLC	830.00	Client Assistance
78445	8/30/2023	BOB GATES	650.00	Client Assistance
78446	8/30/2023	BOWIE CASS	1,389.36	Client Assistance
78447	8/30/2023	Brad Sears Rentals	865.00	Client Assistance

1045 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT  
 2

## CHECK REGISTER FOR August 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
78448	8/30/2023	BRANDON ELLIOTT	500.00	Client Assistance
78449	8/30/2023	CANYON CREEK APT	612.00	Client Assistance
78450	8/30/2023	CENTERPOINT ENERGY	1,262.39	Client Assistance
78451	8/30/2023	CENTERPOINT ENERGY ENTEX	52.55	Utilities - Power
78452	8/30/2023	Centerwell	46.49	Client Assistance
78453	8/30/2023	CHAD CLEMENTS	1,887.00	Client Assistance
78454	8/30/2023	CITY OF LINDEN	808.14	Utilities - City Svcs
78455	8/30/2023	CITY OF MOUNT VERNON	56.50	Client Assistance
77571	8/30/2023	DAN BOYD	(82.68)	Void Check
77945	8/30/2023	DAN BOYD	(20.00)	Void Check
78456	8/30/2023	HARREL'S PLUMBING CO.	140.00	Bldg Maint - Kitchen
78457	8/30/2023	HEALTHJOY LLC	997.50	Employee Insurance
78458	8/30/2023	Heartland Village	659.00	Client Assistance
78459	8/30/2023	HIEM Legacy Corp (Magnolia Garden)	10,394.00	Client Assistance
78460	8/30/2023	JIMMY MITCHELL	4,446.00	Client Assistance
78461	8/30/2023	KATHY JO RODGERS	298.00	Client Assistance
78462	8/30/2023	LAURIE STIGER	2,796.00	Client Assistance
78463	8/30/2023	LONE STAR LUBE	226.08	Vehicle Repair
78464	8/30/2023	MARGARETT JOHNSON	1,400.00	Client Assistance
78465	8/30/2023	MARIA B GUERRERO	500.00	Client Assistance
78466	8/30/2023	MAY'S LONE STAR FLOORING	13,146.00	Bldg Maint - Flooring
78467	8/30/2023	MOTE HOLDINGS, LLC	600.00	Client Assistance
78468	8/30/2023	NARROW PATH PROPERTY MANAGEMENT	695.00	Client Assistance
78469	8/30/2023	NATHAN BELL, LLC	127.00	Client Assistance
78471	8/30/2023	ODP BUSINESS SOLUTIONS, LLC	2,683.35	Office Supplies
78472	8/30/2023	PAM MCMICHEAL	471.00	Client Assistance
78473	8/30/2023	PEST-PRO SERVICES INC	250.00	Bldg Maint - Pest Control
78474	8/30/2023	PRIMROSE ESTATES	349.00	Client Assistance
78475	8/30/2023	PTL VILLAGE LLC	620.00	Client Assistance
78476	8/30/2023	QUEEN CITY WATERWORKS	211.00	Client Assistance
78477	8/30/2023	RELIABLE MANAGEMENT	1,200.00	Client Assistance
78478	8/30/2023	RELIANCE MECHANICAL CONTRACTORS, INC.	647.80	Bldg Maint - Kitchen
78479	8/30/2023	SCHOOL HEALTH CORPORATION	66.20	Head Start Dental/Medical Supp
78480	8/30/2023	SECELIA HODGES	40.58	Employee Reimbursement
78481	8/30/2023	SOUTHWESTERN ELECTRIC POWER	2,699.73	Utilities - Power
78482	8/30/2023	SUMMER ENERGY	457.01	Client Assistance
78483	8/30/2023	THE RESIDENCES ON STILLHOUSE ROAD	1,564.00	Client Assistance
78484	8/30/2023	THOMAS BLYTHE	425.00	Client Assistance
78485	8/30/2023	TRICO LUMBER CO.	79.94	Bldg Maint - Bldg Supplies
78486	8/30/2023	WASTE MANAGEMENT CORPORATE SERVICES, INC.	180.43	Utilities - Trash
78487	8/30/2023	WAYNE KERBY	576.00	Client Assistance
78488	8/30/2023	WINDSTREAM	102.05	Utilities - Phone &/or Internet
78489	8/30/2023	WOODBRIIDGE APARTMENTS	490.00	Client Assistance

1080 - TEXANA  
 NEW PAYROLL  
 CASH ACCOUNT

Check Number	Effective Date	Vendor Name	Check Amount	
6543	8/8/2023	STACIE CHISM	856.70	Final Check
6544	8/9/2023	TINA HOLMES	105.55	Final Check
6545	8/18/2023	NEYISHA SEWELL	443.28	Final Check
6546	8/24/2023	SAVANAH COATES	1,025.74	Final Check
Report Total			<u>439,894.10</u>	

## COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 8/31/2023

## Assets

CASH IN BANK CHECKING	0.00
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	1,852.69
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	26,923.13
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	23,661.26
TEXANA CSBG B CHECKING	6,096.60
TEXANA CSBG DISCRETIONARY CHECKING	9,797.20
TEXANA HEAD START CHECKING	1,000.00
TEXANA CEAP A CHECKING	59,769.73

## COMMUNITY SERVICES OF NORTHEAST TEXAS

## Balance Sheet

As of 8/31/2023

TEXANA CEAP B CHECKING	3,840.47
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	23,407.44
TEXANA TLC CHECKING	61,554.21
TEXANA LOCAL ADMINISTRATIVE CHECKING	106,370.96
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	(151.64)
TEXANA TBRA CHECKING	3,436.45
TEXANA POSTAL ACCOUNT CHECKING	138.59
TEXANA VET SERVICES NOW	2.72
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	3.63
TEXANA CEAP CARES CHECKING	43,920.41
TEXANA NEW PAYROLL CASH ACCOUNT	140,153.58
TEXANA EARLY HEAD START CHECKING	500.01
TEXANA CEAP ARP CHECKING	1.80
TEXANA INDIRECT COST RATE CHECKING	423,432.43
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	21,668.31
TEXANA ORGANIZATION PAYEE FUNDS	1,692.00
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	13,178.45
TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	0.67
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	(131,568.31)
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	12,372.68
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	9,654.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	8,811.10
PREPAID MAINTENANCE	0.00
Total Current Assets	892,831.85

## COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 8/31/2023

## 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>2,334,685.10</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	31,762.83
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	(14.70)
EMPLOYEE PORTION HLTH INS PAYABLE	(0.01)
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	3.98
DENTAL INSURANCE PAYABLE	1.14
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	7.04
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	166,100.00
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
CONTINGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00

## COMMUNITY SERVICES OF NORTHEAST TEXAS

## Balance Sheet

As of 8/31/2023

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>275,400.19</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>1,989,642.73</u>
Total Liabilities and Net Assets	<u>2,334,685.10</u>



# 2023-2024 Calendar



## Daingerfield Head Start



**Student Days:**  
Full Day—7:50-3:30

**Student Hours - 1294.54.**  
**Student Days—169**

**Staff Training/ Students out**

- July 31-Aug 9

**Student & Staff Holidays**

- Labor Day - Sept. 4
- Fall Break - Oct. 9-10
- Thanksgiving - Nov. 20-24
- Christmas - Dec. 18-Jan. 2
- Martin Luther King- Jan. 15
- Winter Break - Feb 5-9
- President's Day—Feb. 19
- Spring Break - Mar. 26-29

**Staff Return**  
**July 31, 2023**

Campus Director:  
MaRenda Traylor

Family Services:  
MaRenda Traylor

Contact Number:  
(903) 645-2901

August 2023							September 2023							October 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
November 2023							December 2023							January 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
February 2024							March 2024							April 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
May 2024							June 2024							July 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													