

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

Community Services of Northeast Texas, Inc.

304 E. Houston
Linden, Texas 75563

903-756-5596

Dan "Lucky" Boyd

Executive Director

Med Daniels

Board Chair

Bernadette "Berny" Harris

Head Start Director

Alma Harrison

Community Services Director

Programs operated and counties served:

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

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

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

Community Services of Northeast Texas, Inc. currently employs 198 employees. The total payroll for fiscal year ending September 30, 2009 was \$3.1 million.

CSNT, Inc. currently operates in 24 locations in a seven county area. Eleven of the locations operate the Head Start program. There are seven locations operating the nutrition program.

FINANCIAL DATA

Audited figures - Sept 30, 2009

Revenue

Federal Awards

Head Start	\$	3,532,449
Community Services Block Grant		289,737
Comprehensive Energy Assistance Program		646,785

Fee-for-service contracts

AAA-ETCOG - Nutrition Program	322,604
DADS Nutrition Program	1,444,382
USDA-CACFP	293,128

Private Funds

Salvation Army	4,048
Targeting Local Communities	4,327
Other cash donations	7,206
In-kind donations	1,036,870
Upshur Rural Power Company	<u>2,825</u>

Total revenue all categories	\$	7,584,361
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Community Services of Northeast Texas, Inc. is a 501(c)3 charity, and as such retains no earnings from Federal awards, and all revenues are expended according to federal, state, and local regulations.

Expenditures

	Head Start	CSBG	CEAP	All others
Personnel	2,395,837	188,175	47,576	488,766
Fringe Benefits	537,416	33,204	4,110	101,669
Training/ Technical Assistance	20,361	22		1,108
Travel	28,871	5,094	77	15,147
Equipment ¹	89,347	7,959		45,254
Supplies ²	100,393	6,815	1,231	97,724
Contractual services ³				
Other (rent, utilities, operating expenses) ⁴	1,571,878	53,500	5,100	1,126,229
Direct services to, or on behalf of clients			497,863	

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

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

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

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

Note: Revenue amounts represent program funding; expense amounts represent fiscal year amounts and may not be equal entire program funding amounts

PROPOSED BUDGETS

Head Start

Personnel	\$	2,450,312
Fringe Benefits		707,098
Travel (4120)		22,150
Equipment		40,000
Supplies		66,741
Contractual		0
Facilities / Construction		0
Other (4120)		22,724
Other (4122)		248,701
<i>Total</i>	\$	<u>3,557,726</u>

Nutrition and Meal Delivery: AAA/ETCOG

Salaries	\$	140,438
Fringe Benefits		38,344
Travel		384
Raw Food		158,287
Supplies		3,063
Equipment		3,914
Vehicle Costs		43,696
Other		107,891
<i>Total</i>	\$	<u>496,017</u>

Nutrition and Meal Delivery: DADS

Salaries	\$	347,967
Fringe Benefits		108,438
Travel		301
Raw Food		595,124
Supplies		8,523
Equipment		10,967
Vehicle Costs		203,510
Other		86,796
<i>Total</i>	\$	<u>1,361,626</u>

Community Services Block Grant

Personnel	\$	192,577
Fringe Benefits		38,348
Travel		5,720
Equipment		4,620
Supplies		3,250
Contractual		1,500
Other		33,229
Indirect Costs		0
<i>Total</i>	\$	<u>279,244</u>

Comprehensive Energy Assistance Program

Administration	\$	91,884
Case Management		68,684
Training Travel		1,200
Energy Crisis		229,189
Co Payment		229,190
Elderly/Disabled		229,190
Heating/Cooling		229,190
Direct Service Support		48,250
<i>Total</i>	\$	<u>1,126,777</u>

HEAD START SERVICE DATA

Total number of children to be served based on Head Start funding	516
Average number of children served daily	534
Average monthly enrollment (as a percentage of funded enrollment)	86%
Percentage of eligible children served	97%

RECENT REVIEWS

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

1. Review team felt that Policy Council members should be involved in the employee interview process. Reviewers could not produce a Head Start standard that required this action, thus CSNT is appealing the finding.
2. A box on a form indicating that household income had been verified was not checked on eleven of the forms reviewed. The form was out-dated form and has since been replaced by an electronic version.

There were no fiscal findings or questioned costs in the review.

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

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

Auditor:

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

HEAD START MEDICAL AND DENTAL SERVICE INFORMATION

Percentage of enrolled children receiving medical exams	100%
Percentage of enrolled children receiving dental exams	95%

PARENT INVOLVEMENT ACTIVITIES

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

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

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

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

Community Services of Northeast Texas, Inc.

Additional Information

Board of Directors 15 members
Agency established 1965

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

Head Start	\$	257,226
CSBG	\$	426,295

Number of persons receiving salary more than \$50,000 2

Federal minimum wage \$ 7.25 per hour

Agency internal minimum wage \$7.50 per hour

Community Service Division

Clients Served - 2009

Home delivered meals	412,566
Congregate meals	17,034
Energy Assistance	2,138
Salvation Army	140
Food Banks	795

CSNT, Inc. is an equal opportunity employer.

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



People Helping People

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

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

Our four gospels:

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