



ANNUAL REPORT

FYE September 30, 2010

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

Community Services of Northeast Texas, Inc. currently employs 174 employees. The total payroll for fiscal year ending September 30, 2010 was \$3.52 million.

CSNT, Inc. currently operates in 23 locations in a seven county area. Eleven of the locations operate the Head Start program. There are seven locations operating the nutrition program. Other programs are operated throughout the service area.

FINANCIAL DATA

Audited figures - Sept 30, 2010

Revenue

Federal Awards

Head Start	\$	3,557,726
Community Services Block Grant		279,664
Comprehensive Energy Assistance Program		683,021

Fee-for-service contracts

AAA-ETCOG - Nutrition Program	368,175
DADS Nutrition Program	1,472,944
USDA-CACFP	264,710

Private Funds

Salvation Army	8,188
Targeting Local Communities	712
Other cash donations	13,636
In-kind donations	1,195,292
Upshur Rural Power Company	<u>3,786</u>

Total revenue all categories	\$	7,847,854
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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	2,534,871	149,345	34,426	546,497
Fringe Benefits	581,363	30,481	8,606	136,860
Training/ Technical Assistance	38,406			
Travel	3,068	7,140	1,042	3,786
Equipment ¹	40,000	10,440		16,081
Supplies ²	55,853	7,800		765,648
Contractual services ³		2,652		
Other (rent, utilities, operating expenses) ⁴	714,212	66,627		1,083,467
Direct assistance services to, or on behalf of clients			713,074	

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	\$	2,448,823
Fringe Benefits		636,694
Travel (4120)		22,150
Equipment		0
Supplies		103,538
Contractual		0
Facilities / Construction		0
Other (4120)		22,724
Other (4122)		357,893
<i>Total</i>	\$	<u>3,591,822</u>

Nutrition and Meal Delivery: AAA/ETCOG

Salaries	\$	100,749
Fringe Benefits		31,816
Travel		927
Raw Food		146,200
Supplies		34,047
Equipment		633
Vehicle Costs		24,685
Other		11,326
<i>Total</i>	\$	<u>350,383</u>

Nutrition and Meal Delivery: DADS

Salaries	\$	288,070
Fringe Benefits		90,969
Travel		3,652
Raw Food		552,665
Supplies		51,913
Equipment		14,993
Vehicle Costs		169,974
Other		55,132
<i>Total</i>	\$	<u>1,227,368</u>

Community Services Block Grant

Personnel	\$	180,598
Fringe Benefits		34,539
Travel		4,220
Equipment		4,170
Supplies		3,300
Contractual		1,750
Other		45,487
Indirect Costs		0
<i>Total</i>	\$	<u>274,064</u>

Comprehensive Energy Assistance Program

Administration	\$	79,757
Case Management		69,136
Training Travel		1,200
Energy Crisis		234,790
Co Payment		234,790
Elderly/Disabled		234,790
Heating/Cooling		234,788
Direct Service Support		49,429
<i>Total</i>	\$	<u>1,138,680</u>

HEAD START SERVICE DATA

Total number of children to be served based on Head Start funding	516
Average number of children served daily	533
Average monthly enrollment (as a percentage of funded enrollment)	92%
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 for school readiness
- Allow for success
- Provide opportunity for children to be independent and self-directed
- Provide 'hands-on' activities
- Establish healthy eating habits and proper lunchroom procedures
- Provide field trip to kindergarten locations
- Track each child's development using research-based assessments
- 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	305,802
CSBG	2,802
Congregate meals	13,801
Energy Assistance	1,963
Salvation Army	238
Food Banks	779

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.