



ANNUAL REPORT

FYE September 30, 2012

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

DeAnna House

Director of Client Services

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
Hallsville	Pittsburg
Hughes Springs	Texarkana
Jefferson	Waskom
Linden	

Community Services of Northeast Texas, Inc. currently employs 141 employees. The total payroll for fiscal year ending September 30, 2012 was \$3.1 million.

CSNT, Inc. currently operates in 22 locations in a seven county area. Nine of the locations operate the Head Start program. There are five locations operating the nutrition program. Other programs are operated throughout the service area.

FINANCIAL DATA

Audited figures - Sept 30, 2012

Revenue

Federal Awards

Head Start	\$	3,443,859
Community Services Block Grant		324,766
Comprehensive Energy Assistance Program		1,303,640

Fee-for-service contracts

AAA-ETCOG - Nutrition Program		239,755
DADS Nutrition Program		1,141,773
USDA-CACFP		214,791
Child Care Wellness		23,981

Private Funds

Salvation Army		6,953
Targeting Local Communities		1,598
Other cash donations		27,412
In-kind donations		1,273,706
Upshur Rural Power Company		3,069

Total revenue all categories \$ **8,005,303**

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	2,179,813	96,535	60,693	264,061
Fringe Benefits	465,370	19,993	10,352	77,652
Training/ Technical Assistance	28,646			
Travel	66,770	1,560	1,042	3,786
Equipment ¹	24,190	5,798	1,024	10,810
Supplies ²	85,637	4,106	2,471	26,606
Contractual services ³		0		
Other (rent, utilities, operating expenses) ⁴	1,301,488	64,274	1,188,665	1,011,824
Direct assistance services to, or on behalf of clients			1,160,367	

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 equal entire program funding amounts

PROPOSED BUDGETS

Head Start

Personnel	\$	2,061,041
Fringe Benefits		731,630
Travel (4120)		12,150
Equipment		23,500
Supplies		141,092
Contractual		0
Facilities / Construction		0
Other (4120)		32,724
Other (4122)		426,953
<i>Total</i>	\$	<u>3,429,090</u>

Nutrition and Meal Delivery: AAA/ETCOG

Salaries	\$	44,772
Fringe Benefits		15,624
Travel		1,200
Raw Food		100,584
Supplies		1,716
Equipment		4,284
Vehicle Costs		21,228
Other		61,284
<i>Total</i>	\$	<u>250,692</u>

Nutrition and Meal Delivery: DADS

Salaries	\$	203,460
Fringe Benefits		65,520
Travel		2,016
Raw Food		517,200
Supplies		4,692
Equipment		12,408
Vehicle Costs		126,756
Other		64,524
<i>Total</i>	\$	<u>996,576</u>

Community Services Block Grant

Personnel	\$	120,932
Fringe Benefits		43,457
Travel		4,620
Equipment		8,170
Supplies		2,250
Contractual		4,827
Other		37,555
Indirect Costs		0
<i>Total</i>	\$	<u>221,811</u>

Comprehensive Energy Assistance Program

	Contract 5813	Contract 5812
Administration	\$ 60,309	30,081
Case Management	50,257	48,647
Training Travel	1,200	0
Household Crisis	446,691	201,260
Utility Assistance	446,691	201,260
<i>Total</i>	\$ <u>1,005,148</u>	<u>481,248</u>

HEAD START SERVICE DATA

Total number of children to be served based on Head Start funding	516
Average number of children served daily	529
Average monthly enrollment (as a percentage of funded enrollment)	93%
Percentage of eligible children served	92%

RECENT REVIEWS

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

1. Review team felt that the Agency did not ensure its property records contained all required information as stated in CFR 74.34 (f)(iii-iv, vi-viii, ix).
2. Review team felt that the Agency did not ensure compensation for the use of buildings and capital improvements were made through depreciation or use allowance.

There were no findings in program services.

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	Yes*
*HHS Services Aging Cluster - Special Programs for the Aging & Nutrition Services Incentive Program Non-Federal entities are required to liquidate all obligations incurred under the award no later than 90 days after the end of the funding period. Agency has implemented a plan of action to correct this finding.	
Auditee qualified as a low-risk auditee	NO
Financial findings and questioned costs	NONE
Federal awards findings and questioned costs	NONE

Auditor:

Jarred, Gilmore & Phillips, PA
Certified Public Accountants
1815 S. Santa Fe
P.O. Box 779
Chanute, Kansas 66720
620-431-6342

HEAD START MEDICAL AND DENTAL SERVICE INFORMATION

Percentage of enrolled children receiving medical exams	100%
Percentage of enrolled children receiving dental exams	79%

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 orientation to Kindergarten Campus (when applicable)
 - 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)
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Agency internal minimum wage

\$7.50 per hour

Community Service Division

Clients Served - 2012

Home delivered meals	249,951
CSBG	3,897
Congregate meals	12,132
Energy Assistance	5,202
Salvation Army	124
Food Banks	1,060

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.