

# Head Start

## Financial Report for the month of April 2025

(March 2025 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 11-30-2025</i>								
Personnel		\$2,277,370.00	\$177,707.84	\$685,207.13	\$1,592,162.87	\$189,780.83	\$759,123.33	\$73,916.20
Fringe Benefits		\$659,071.00	\$38,937.31	\$165,843.46	\$493,227.54	\$54,922.58	\$219,690.33	\$53,846.87
Travel (4120)		\$10,000.00	\$1,114.18	\$3,691.64	\$6,308.36	\$833.33	\$3,333.33	(\$358.31)
Equipment		\$10,000.00	\$6,299.00	\$6,299.00	\$3,701.00	\$833.33	\$3,333.33	(\$2,965.67)
Supplies		\$209,369.00	\$11,699.37	\$28,957.11	\$180,411.89	\$17,447.42	\$69,789.67	\$40,832.56
Contractual		\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$97,022.00	\$97,022.00
Facilities / Construction		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)		\$30,381.00	\$420.00	\$2,707.77	\$27,673.23	\$2,531.75	\$10,127.00	\$7,419.23
Indirect Cost		\$396,943.00	\$29,138.65	\$80,326.36	\$316,616.64	\$33,078.58	\$132,314.33	\$51,987.97
Other (4122)		\$608,806.00	\$68,377.08	\$241,632.93	\$367,173.07	\$50,733.83	\$202,935.33	(\$38,697.60)
Total		\$4,493,006.00	\$333,693.43	\$1,214,665.40	\$3,278,340.60	\$374,417.17	\$1,497,668.67	\$283,003.27
T&TA		\$40,381.00	\$1,534.18	\$6,399.41	\$33,981.59	\$3,365.08	\$13,460.33	\$7,060.92
Total								

USDA Reimbursements through February 2025

Estimated USDA Reimbursement for March 2025

Resulting (over)/under with USDA

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$95,000.00

<i>Further Analysis</i>	
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	\$172,807.92	\$12,834.36	\$46,717.90	\$14,400.66	\$57,602.64	\$10,884.74
Per Child	\$9,662.38	\$717.62	\$2,612.18	\$805.20	\$3,220.79	\$608.61

IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,133,347.00	\$146,967.06	\$583,337.99	\$550,009.01

# Early Head Start

## Financial Report for the month of April 2025

(March 2025 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
12 month program ending 11-30-2025							
Personnel	\$147,373.00	\$10,406.14	\$41,594.34	\$105,778.66	\$12,281.08	\$49,124.33	\$7,529.99
Fringe Benefits	\$42,650.00	\$1,243.18	\$4,757.32	\$37,892.68	\$3,554.17	\$14,216.67	\$9,459.35
Travel (4120)	\$2,190.00	\$34.46	\$789.04	\$1,400.96	\$182.50	\$730.00	(\$59.04)
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$17,650.00	\$42.86	\$1,404.86	\$16,245.14	\$1,470.83	\$5,883.33	\$4,478.47
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	\$120.00	\$496.23	\$2,570.77	\$255.58	\$1,022.33	\$526.10
Indirect Cost	\$23,737.00	\$1,397.46	\$4,045.74	\$19,691.26	\$1,978.08	\$7,912.33	\$3,866.59
Other (4122)	\$27,344.00	\$2,157.14	\$6,958.14	\$20,385.86	\$2,278.67	\$9,114.67	\$2,156.53
Total	\$264,011.00	\$15,401.24	\$60,045.67	\$203,965.33	\$22,000.92	\$88,003.67	\$27,958.00
T&TA	\$5,257.00	\$154.46	\$1,285.27	\$3,971.73	\$438.08	\$1,752.33	\$467.06
Total							

USDA Reimbursements through February 2025

Estimated USDA Reimbursement for March 2025

Resulting (over)/under with USDA

\$5,082.42
\$1,569.96
<u>\$34,610.38</u>

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$6000.00

Further Analysis	
Number of children	16
Number of classrooms	2

	Monthly		YTD
	Budget	Budget	(Over)/Under
Per Classroom	\$11,000.46	\$44,001.83	\$13,979.00
Per Child	\$1,375.06	\$5,500.23	\$1,747.37

IN-KIND (Non-Federal Share)

Needed	This month	Total
\$67,317.00	\$2,088.69	\$8,495.13
		\$58,821.87

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

**Board Report -April 2025**

Sam's Club

Purchases for		-
Payment due by	Pd on	-
Balance		<u>-</u>

American Express

Purchases for February 2025		10,142.31
Payment due by ---N/A	Pd on 03/05/2025	<u>(10,142.31)</u>
Balance		-

Texana Bank Line of Credit

Program	
Highest March 2025 Balance	
Current balance	-
Exp pay off date	

Local Admin In House Line of Credit

Program	<b>VSN</b>	<b>CEAP B</b>
Highest March 2025 Balance	19,319.00	7,600.00
Current balance	19,319.00	
Exp pay off date		5/31/2025

CSNT Line of Credit

Program	<b>CSBG B</b>	<b>CEAP A</b>	<b>Payroll</b>
Highest March 2025 Balance	8,122.00	52,060.00	29,000.00
Current balance		1,190.00	
Exp pay off date		5/31/2025	



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## Corporate Purchasing Cardmember Report

Sign-up For  
Online Statements

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
MICHELLE MOREHEAD  
CSNT INC

Account Number

Closing Date  
02/28/25

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Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
1,975.86	10,142.31	0.00	1,975.86	0.00	10,142.31	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.

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

Account Number

MICHELLE MOREHEAD  
CSNT INC  
304 E HOUSTON ST  
LINDEN TX 75563-5600

Enter 15 digit account  
number on all payments.

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 5:00pm 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 representations, 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.

**Authorization 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 5:00pm 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.

**Note:** Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



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



**For all further  
inquiries,**  
please call the number  
on the back of your  
Card.

**If your Card has been  
lost or stolen, please  
call 1-800-492-4920.**

**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.**



Prepared For  
**MICHELLE MOREHEAD**  
**CSNT INC**

Account Number  
[REDACTED]

Closing Date  
**02/28/25**

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## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXX [REDACTED]	Reference Code	Amount \$
02/11/25 CORPORATE REMITTANCE RECEIVED 02/11	05409000000	-1,975.86
02/13/25 CAMBRIA HOTEL AUSTIN AUSTIN TX FOL# 88534837 LODGING 02/07/25 ARRIVAL DATE DEPARTURE DATE 02/06/25 02/07/25 00 ROC NUMBER 88534837	88534837000	762.55
02/13/25 CAMBRIA HOTEL AUSTIN AUSTIN TX FOL# 88534863 LODGING 02/07/25 ARRIVAL DATE DEPARTURE DATE 02/06/25 02/07/25 00 ROC NUMBER 88534863	88534863000	762.55
02/13/25 CAMBRIA HOTEL AUSTIN AUSTIN TX FOL# 88534868 LODGING 02/07/25 ARRIVAL DATE DEPARTURE DATE 02/06/25 02/07/25 00 ROC NUMBER 88534868	88534868000	762.55
02/24/25 CAPLAW.ORG BOSTON MA REF# NT_RPKHGLN10 +16173576915 02/24/25		2,900.00
02/26/25 FAMILY DOLLAR 000008 LINDEN TX REF# 00000007950 7573215000 02/25/25 VARIETY STORES ROC NUMBER 00000007950	00000007950	23.00
02/01/25 HILTON HOTELS HILTON NEW ORLEANS LA FOL# 4382361 HILTON HOTELS 02/01/25 ARRIVAL DATE DEPARTURE DATE 01/27/25 01/31/25 00 ROC NUMBER 4382361	55561004900	1,314.92
02/01/25 HILTON HOTELS HILTON NEW ORLEANS LA FOL# 4382359 HILTON HOTELS 02/01/25 ARRIVAL DATE DEPARTURE DATE 01/27/25 01/31/25 00 ROC NUMBER 4382359	55561005000	1,558.00
02/26/25 NEW V MART 000000000 JEFFERSON TX REF# 000030933 9999999999 02/25/25	00003093300	5.98
02/25/25 RIVERPORT BARBQUE, C JEFFERSON TX REF# 854829850569 903-665-2341 02/24/25 ROC NUMBER 8548298505698002	85482985056	540.00
02/27/25 Sheraton Boston Hote Boston MA FOL# 6149579 SHERATON 02/27/25 ARRIVAL DATE DEPARTURE DATE 05/27/25 05/30/25 00 ROC NUMBER 6149579	61495790000	348.19
02/27/25 Sheraton Boston Hote Boston MA FOL# 6149580 SHERATON 02/27/25 ARRIVAL DATE DEPARTURE DATE 05/27/25 05/30/25 00 ROC NUMBER 6149580	61495800000	348.19
02/27/25 Sheraton Boston Hote Boston MA FOL# 6149400 SHERATON 02/27/25 ARRIVAL DATE DEPARTURE DATE 05/27/25 05/30/25 00 ROC NUMBER 6149400	61494000000	348.19
02/27/25 Sheraton Boston Hote Boston MA FOL# 6149532 SHERATON 02/27/25 ARRIVAL DATE DEPARTURE DATE 05/27/25 05/30/25 00 ROC NUMBER 6149532	61495320000	348.19

Continued on reverse



Prepared For  
MICHELLE MOREHEAD  
CSNT INC

Account Number  
XXXX-XXX [REDACTED]

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Activity Continued				Reference Code	Amount \$
02/03/25	STARLINK INTERNET	HAWTHORNE	CA		120.00
REF# aecf0ead-0e0 COMPUTER NETWORK 02/03/25					
<b>Total for MICHELLE MOREHEAD</b>				New Charges/Other Debits	10,142.31
				Payments/Other Credits	-1,975.86