



## 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, 2024 @ 12:00 Noon

Linden Administrative Office

304 East Houston Street Linden, Texas 75563

*Cecelia Huff, Board Chairperson*

*Michelle Morehead, CCAP, NCRT, NCRI, Executive Director*

*If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 213*

## 1. Call Meeting to Order

## 2. Establishment of a Quorum

## 3. Approval of Agenda 9/24/24 \*

## 4. Approval of Minutes 8/27/24\*

## 5. Chairman's Comments and Recognitions

## 6. Training

Head Start Governance Requirements presented by Bernadette Harris

## 7. Committee Reports and Information

- A. Planning & Evaluation – No current report required at this time
- B. Personnel – No current report required at this time
- C. Finance – No current report required at this time
- D. Executive – This Committee meets only when necessary
- E. Nominating – No current report required at this time
- F. By Laws- No current report required at this time

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

**\*\*Committees, other than Executive Committee, get named by the Board Chairperson**

## 8. Action Items

### A. Seat new board member(s), if any ☼

### B. Approve Consent Agenda ☼

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Amy Perales
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Service & HS Transportation Reports..... (OS 5.9) .....Robert Norton

### C. Discuss/Approve Organization-Wide Budget (O.S. 8.9) ☼

### D. Discuss/Approve Continued use of the De minimis Indirect Cost Rate & Indirect Cost Rate Certification ☼

### E. Discuss/Approve Child Health and Safety Screener for the new five-year grant project period ☼

### F. Discuss/Approve Selection Criteria ☼

- 1. Head Start
- 2. Early Head Start

### G. Discuss/Approve Removal of Personnel Policy #315 – Cash in Lieu of Health Insurance ☼

## 9. Staff Reports

A. 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**

## **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

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Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
July 23, 2024  
Linden Administrative Conference Room

**Board Members Present**

Cecelia Huff, Board Chair

*Representing Bowie County, Poverty Sector*

Judge Doug Reeder, Vice-Chair

*Morris County Judge, Public Sector*

Angela Thompson

*Representing Bowie County, Poverty Sector*

Martavius Jones - Parliamentarian

*Representing Camp County, Poverty Sector*

Ross Hyde

*Representing State Representative, Gary VanDeaver, Public Sector*

Keri Winters, Secretary

*Representing Linden-Kildare CISD, Private Sector*

Dr. Arcolia Jenkins

*Representing Creating Opportunities in Marion County, Private Sector*

**Board Members Absent**

Sandra Wright

*Representing Marion County Judge Leward Lafleur, Public Sector*

John Baxter, Treasurer

*Representing Texana Bank, Private Sector*

Harmony Roberson

*Representing Cass County, Poverty Sector*

Lindsay Hergert

*Representing Cass County Judge Travis Ransom, Public Sector*

## **CALL TO ORDER**

Cecelia Huff, Board Chair called the meeting to order at 12:12 p.m.  
Quorum: established 7 of 11, members present.

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## **AGENDA**

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Motion: Keri Winters, Secretary, moved to accept the 8/27/2024 agenda as presented.  
Second: Ross Hyde  
All in favor voted aye, none opposed, the motion carried unanimously

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## **MINUTES**

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Motion: Martavius Jones, Parliamentarian, moved to accept the 7/23/2024 minutes  
Second: Angela Thompson  
All in favor voted aye, none opposed, the motion carried unanimously

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## **CHAIRMAN'S COMMENTS AND RECOGNITIONS**

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Cecelia Huff, Board Chairman turned the floor over to Angela Thompson. Angela presented CSNT with Recognition and Appreciation of Support from Atlanta Independent School District and Daingerfield-Lone Star Independent School District ACE Afterschool Program.

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## **TRAINING / PRESENTATIONS**

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The History of Community Action presented by Bernie Yancey and Amy Perales – Michelle Morehead shared that she, Bernie Yancey and Amy Perales went to the Lyndon B. Johnson Library for a History Lesson on the History of Community Action. Amy Perales put together a slideshow presentation of pictures from the trip. Mr. Bernie commented on how much work was put into getting the Civil Rights Activists to assist with passing the Equal Opportunities Act bill through legislation.

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## **COMMITTEE REPORTS**

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- A. Planning & Evaluation – No current report required at this time
- B. Personnel – No current report required at this time
- C. Finance – No current report required at this time
- D. Executive – This Committee meets only when necessary
- E. Nominating – No current report required at this time
- F. By Laws- No current report required at this time

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

**\*\*Committees, other than the Executive Committee, get named by the Board Chairperson**

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**Action Items**

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

None

**B. Approve Consent Agenda\***

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Bernie Yancey
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Service & HS Transportation Reports..... (OS 5.9) .....Robert Norton

Motion: Martavius Jones, Parliamentarian, made a motion to accept as presented.

Second: Doug Reeder, Vice Chairperson

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 Organization-Wide Budget**

Michelle Morehead stated that the item needed to be tabled until next month.

Motion: Keri Winters, Secretary made a motion to table the Organization-Wide Budget until the next meeting

Second: Arcolia Jenkins

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

**9. Staff Reports**

- A. Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) ..... Shelley Mitchell

Shelley Mitchell gave the financial reports as presented.

**10. Executive Director's Report**

Michelle Morehead reported to the board about new Executive Director's training that she attended. Executive Directors with less than five years of experience are encouraged to attend. The training is sponsored by Texas Department of Housing and Community Affairs. She stated that there were homework assignments each day and the Directors were held accountable for the homework. She is excited for what is to come. Michelle then announced the new Deputy Executive Director to the members, Mr. Bernie Yancey. He has been with the agency for one year and has excelled in the positions of Facilities Maintenance, Service Manager and Community Services Director. We look forward to his dedication in his new position as the Deputy Executive Director. Michelle let the members know that the phone system has been fixed, there will three people available to take calls during business hours. The Houston Street lease will be up November 30, 2024. There are only Re-Entry Case Managers working in the Houston Street office occasionally. We no longer have the

Veteran’s Program. The Community Services Division is located in Mount Pleasant and the Case Managers have a fleet of vehicles they can use to go out into the communities we serve.

**11. Discussion Items**

None

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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.

None

- 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**

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None

**ADJOURN**

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Motion: Martavius Jones, Parliamentarian motioned to adjourn at 12:41 pm  
Second: Keri Winters, Secretary  
Hearing no descent, adjournment passed.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2024  
(Board Secretary) (Date)

# CSNT Head Start Director's Report PY05/FY24

## September Report/August Data

# How Are We Doing?



### HEAD START Attendance - August 2024

- ✓ **462** Actual Enrollment (Under/Over **-3** Student(s)) – Funded **465**
- ✓ **2%** Disability Students – **10%** Target
- ✓ **93.6%** Average Daily Attendance



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

- ✓ **\$1,112,431** NFS Collected – **\$1,133,347** NFS Needed
- ✓ **\$165,268** Indirect Costs Collected
- ✓ **9%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

- ✓ **\$12,438** Reimbursed This Month - **\$80,219** Reimbursed This Year
- ✓ **20** days of Service – **4,463** Meals Served

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



### HEAD START Quality Assurance

- ✓ **3** Files Reviewed/**46** Classrooms Observed/**0** Route Observed
- ✓ **49** Incomes Verified/**0** Interviews/**25** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

### ANNOUNCEMENTS:

Working toward full-enrollment (children moved/parents home-schooling)  
Preparing for New Five Year Grant Project Period Grant Application



# CSNT Early Head Start Director's Report PY05/FY24

## September Report/August Data



# How Are We Doing?

### Early HEAD START Attendance - August 2024

- ✓ **16** Actual Enrollment (Under/Over - **0** Student(s)) – Funded **16**
- ✓ **6.3%** Disability Students – **10%** Target
- ✓ **95.4%** Average Daily Attendance



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

- ✓ **\$16,045** NFS Collected - **\$67,318** NFS Needed
- ✓ **\$8,731** Indirect Costs Collected
- ✓ **10%** Admin Expense Rate



### EARLY HEAD START CACFP Meals/Reimbursements

- ✓ **\$2,039** Reimbursed This Month **\$12,601** Reimbursed This Year
- ✓ **17** days of Service – **735** Meals Served

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



### HEAD START Quality Assurance

- ✓ **0** Files Reviewed/**6** 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:

Working toward full-enrollment (children moved/parents home-schooling)  
Preparing for New Five Year Grant Project Period Grant Application



# Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

9/9/2024

## 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	449	96.56%
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	450	-3.23%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	0	0.00%
3 Years Old	196	43.56%
4 Years Old	253	56.22%
5 Years Old	1	0.22%

## Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	16	3.56%

## 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	11	2.44%

## Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	154	34.22%
Three or more years	11	2.44%

## 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	0.44%
Asian	1	0.22%	2	0.44%
Black or African American	11	2.44%	201	44.67%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	20	4.44%	116	25.78%
Biracial or Multi-Racial	12	2.67%	43	9.56%
Other Race	33	7.33%	3	0.67%
Unspecified Race	0	0.00%	5	1.11%

## Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	397	88.22%
Of these, the number of children acquiring/learning another language in addition to English	17	
Spanish	30	6.67%
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	1	0.22%
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	22	4.89%

## 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	380	84.44%	330	73.33%
Children with accessible health care	300	66.67%	283	62.89%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	402	89.33%	402	89.33%
Children with accessible dental care	272	60.44%	252	56.00%

## 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	9	1.94%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	412	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	200	48.54%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	6	1.46%
Housing Assistance	2	0.49%
Asset Building Services	64	15.53%
Mental Health Services	6	1.46%
Substance Misuse Prevention	1	0.24%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	10	2.43%
Assistance in enrolling into an education or job training program	24	5.83%
Research-based parenting curriculum	166	40.29%
Involvement in discussing their child's screening and assessment results and their child's progress	196	47.57%
Supporting transitions between programs	192	46.60%
Education on preventive medical and oral health	199	48.30%
Education on health and developmental consequences of tobacco product use	75	18.20%
Education on nutrition	198	48.06%
Education on postpartum care	0	0.00%
Education on relationship/marriage	4	0.97%
Assistance to families of incarcerated individuals	1	0.24%



# Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

9/9/2024

## 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	3	18.75%
2 Years Old	13	81.25%
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	2	12.50%

## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	2	12.50%

## Prior Enrollment of Children

	# of children	% of children
The second year	10	62.50%
Three or more years	0	0.00%

## 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%	10	62.50%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	2	12.50%	3	18.75%
Biracial or Multi-Racial	0	0.00%	1	6.25%
Other Race	1	6.25%	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%	14	87.50%
Children with accessible health care	15	93.75%	15	93.75%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	16	100.00%	16	100.00%
Children with accessible dental care	10	62.50%	9	56.25%

## 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	0	0.00%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	7	43.75%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset Building Services	0	0.00%
Mental Health Services	0	0.00%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	1	6.25%
Assistance in enrolling into an education or job training program	0	0.00%
Research-based parenting curriculum	7	43.75%
Involvement in discussing their child's screening and assessment results and their child's progress	7	43.75%
Supporting transitions between programs	7	43.75%
Education on preventive medical and oral health	7	43.75%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on nutrition	7	43.75%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

# ***POVERTY***

## **🏈 SEPTEMBER 2024, COMMUNITY SERVICES BOARD REPORT 🏈**

Our CEAP team is in the end zone.  They have spent all the funding TDHCA has thrown to them;  serving over 1500 households. We are very proud of their hard work.



Our CSBG team has been winning the game. They continue signing families up for TOPS. They are making sure the ones that have TOPPED out of the program stay on top with Stabilization.

Our Reentry Pilot program is hitting the program head on. They have signed up and helped over 16 people to reenter back into society.



Our TBRA Program is moving the families that are signed up towards being self-sufficient. They also are going to team up with Reentry. We are excited to see where this will lead.

The small food pantry in the Mount Pleasant office is doing well. Clients that come in are very grateful. We have a few boxes set up in various places to collect non-perishable foods. If you would like to donate or have a collection box, please contact the Mount Pleasant office at 903-717-7400.



**COMMUNITY SERVICES HAS MADE MANY TOUCHDOWNS SO FAR THIS YEAR. WE WILL CONTINUE STRIVING TO MEET THE MANY GOALS THAT ARE PUT IN FRONT OF US.**





# HR Report for September 2024

Headcount

96

## New Hires

2 TA's

1 LT

1 Custodian

2 FSW

1 Community Services Director

Terms

1 TA

## Vacancies

LT in Daingerfield

TA at Hughes Springs EHS

Health Specialist at HSMB

Facilities Maintenance at Kaufman

Cook at Naples

Subs

PL Hours – 843.25

LWOP Hours – 279.75

Sub Hours – 420.25

Savings – \$74.88

## Interview Stats 2024

Number of Interviews Schedule – 34 (total of person scheduled 93)

Number of Applicants to Show up – 62 (14 scheduled interviews 0 applicants showed)

Number to No show – 31

Number to decline position or ghost us after the interview -- 7

# Service Department Report

AUG 2024

## Service Department

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Department makeup

3 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

## Head Start Transportation

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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)		525.75	YTD =	3,361.02
Vehicle fuel cost (Exec. Office)		4,210.58	YTD =	11,909.53
Vehicle fuel cost (BUS CAMPUS)		270.01	YTD =	1,854.92
Vehicle insurance cost (Buses)			YTD =	
Vehicle driver cost buses			YTD =	
Total transportation cost:		631.26		
Total number transported:		132		

<b>Monthly Vehicle Cost Summary</b>	<b>Aug</b>
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<u>By Program</u>		Fuel	Repairs	
TBRA		-	-	
CSBG		273.97	3,352.92	
CEAP		-	-	
VSN		-	-	
				3,626.89

<u>By Location</u>		Fuel	Repairs	
Jefferson		59.14	27.90	
Linden		146.03	2,805.56	
Linden Shop		68.80	325.66	
Daingerfield		-	165.90	
		-	-	
				3,598.99

<u>By Vehicle</u>		Fuel	Repairs	Total	Location
#					
801		48.95	325.66	374.61	Linden Shop
844		-	-	-	Linden
888		-	27.90	27.90	Linden
881		-	3.12	3.12	Linden
882		-	13.95	13.95	Linden
883		19.85	-	19.85	Linden Shop
884		-	2,732.69	2,732.69	Linden
885		-	165.90	165.90	Daingerfield
886		59.14	27.90	87.04	Jefferson
887		115.25	27.90	143.15	Linden
838		30.78	-	30.78	Linden
				3,598.99	



# OFFICE OF HEAD START

An Office of the Administration for Children & Families

## Health and Safety Screener: Policies and Procedures for Head Start Programs

### Introduction

Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place.

This screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care. It contains best practices as well as requirements found in the Head Start Program Performance Standards.\*

### Suggestions for Use

1. Complete a health and safety screening for each site where children receive services.
2. Mark each item in the screening form “yes” or “no.” Provide descriptions for items marked “no.”
3. Determine issues, priorities, and staff responsible for actions and improvements within each site and across the program.
4. Follow up to assure improvements are made in a timely fashion.

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*\* This screener does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each grantee’s responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Requirements related to healthy and safe environments can be found throughout the Head Start Program Performance Standards. Programs should also consult [Caring for Our Children Basics](#), for additional information to develop and implement adequate safety policies and practices.*

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Health/Safety Factors	Yes	No	Description of Conditions
<b>Facilities</b>			
All areas are safe, clean, and free from pests.			
Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.			
Lighting is sufficient and adequate for all classroom activities.			
Emergency lighting is available in case of a power failure.			
Fire extinguishers are available, accessible, tested, and serviced regularly.			
Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly.			
Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.			
All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.			
All playground areas are visible to supervising adults.			
Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.			
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.			



<b>Health/Safety Factors</b>	<b>Yes</b>	<b>No</b>	<b>Description of Conditions</b>
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.			
Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.			
Garbage is stored in a safe and sanitary manner to prevent contamination.			
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).			
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.			
Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.			
Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use.			
Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.			
Children are protected from any hazards posed by classroom or family child care pets.			
Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day.			



Health/Safety Factors	Yes	No	Description of Conditions
<b>Equipment and Materials</b>			
Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.			
Medication is properly stored and labeled and is not accessible to children.			
Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.			
All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).			
Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.			
No firearms or other weapons are accessible to children.			
<b>Policies and Procedures</b>			
A sign-in/sign-out system is used to track those who enter and exit the facility.			
Policies and procedures ensure children are released only to authorized adults.			
Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.			
Agency policies and procedures protect children with allergies from known allergens.			
Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.			
Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.			



Health/Safety Factors	Yes	No	Description of Conditions
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.			
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.			
Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.			
Staff notify parents when children are sick or injured.			
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.			
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.			
Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent.			
<b>Active Supervision</b>			
Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.			
Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).			





Health/Safety Factors	Yes	No	Description of Conditions
Constant and active supervision is maintained when any child is in or around water.			
Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.			
Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.			
Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.			
<b>Human Resources</b>			
All staff abide by the program’s standards of conduct which must support children’s well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children’s health or safety.			
All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.			
Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.			
All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee.			
All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.			



Health/Safety Factors	Yes	No	Description of Conditions
Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.			
All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.			
<b>Transportation (if applicable)</b>			
Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, adaptations for children with disabilities as needed).			
Program carries out systematic preventive maintenance and each driver implements daily pre-trip vehicle inspections to ensure that vehicles used to transport children are in safe operating condition.			
Vehicles used for child transportation are inspected annually by an inspection program licensed or operated by the state.			
All auxiliary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection.			
Children are seated using age, height and weight appropriate child passenger safety systems.			
Vehicle aisles and exits remain unobstructed at all times, and items in the passenger compartment are properly stored and secured.			

Health/Safety Factors	Yes	No	Description of Conditions
Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping.			
Bus monitors participate in annual training including child boarding and exiting procedures, use of child passenger safety systems, emergency response, evacuation procedures, pre- and post-trip vehicle checks, and child pick-up and release procedures.			
Trip routing minimizes the time a child is in transit, prevents vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off.			
Bus monitors and drivers have current information about individuals authorized to pick up the children.			
Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle.			
Children receiving transportation services are taught safety procedures and participate in an initial emergency evacuation drill and at least two additional evacuation drills during the program year.			



# Community Services Of Northeast Tex Eligibility Configuration

## EHS Selection Criteria 2024-2025

Applies to:

Community Services Of Northeast Tex - Early Head Start 2024-2025

### Automatically assign points based on Income

---

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

### Automatically assign points based on Class Age

---

0 - 11 mo	75
12 - 23 mo	85
24 - 36 mo	95

Participant is not eligible if less than 12 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 36 months old or older on the school-year cut-off date.

### Other Eligibility Criteria

---

#### Medicaid/CHIPS, CCMS, WIC

80 Yes

#### Parental Status

95	Guardian
90	One Parent/Dad
85	One Parent/Mom
80	Grandparent raising grandchild
75	Two Parent

#### Disability

100	Diagnosed Disability with IEP/IFSP
85	Suspected Disability with explanation
0	No Diagnosed Disability

#### Child with sibling enrolled in the Head Start program

70 Yes

#### Open case with CPS

40 Yes

#### Income eligible, 130% or AG with disability

100 Yes

#### Homeless, Foster, SSI, TANF, SNAP

100 Yes

#### ESL

100 Yes

#### Active Military

100 Yes

#### Former Foster Child

100 Yes

#### Teen Parent

40 Yes

# Community Services Of Northeast Tex

## Eligibility Configuration

### EHS Selection Criteria 2024-2025

#### Other Eligibility Criteria

---

Parent Currently Incarcerated

40 Yes

Domestic Violence Victim

40 Yes

Parent works for ISD

40 Yes

Parent works for HS/EHS

50 yes

# Community Services Of Northeast Tex Eligibility Configuration

## Selection Criteria 2024-2025

Applies to:

Community Services Of Northeast Tex - Head Start 2024-2025

### Automatically assign points based on Income

---

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

### Automatically assign points based on Class Age

---

0 - 35 mo	0
36 - 41 mo	65
42 - 47 mo	75
48 - 53 mo	85
54 - 59 mo	95

Participant is not eligible if less than 36 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 60 months old or older on the school-year cut-off date.

### Other Eligibility Criteria

---

#### Attending and/or attended Early Head Start or ECI

95 Yes

#### Medicaid/CHIPS, CCMS, WIC

80 Yes

#### Parental Status

95 Guardian

90 One Parent/Dad

85 One Parent/Mom

80 Grandparent raising grandchild

75 Two Parent

#### Disability

100 Diagnosed Disability with IEP

85 Suspected Disability with explanation

0 No Diagnosed Disability

#### Child with sibling enrolled in the program

70 Yes

#### Open case with CPS

40 Yes

#### Over income with a Disability

100 Yes

#### 4 Year old with a disability with an IEP

20 Yes

#### 3 Year old with a disability with an IEP

25 Yes

#### Homeless, Foster, Kinship, TANF, SSI, SNAP

100 Yes

# Community Services Of Northeast Tex

## Eligibility Configuration

### Selection Criteria 2024-2025

#### Other Eligibility Criteria

---

##### ESL

100 Yes

##### Active Military

100 Yes

##### Former Foster Child

100 Yes

##### Three Year old in Naples/New Boston/Pittsburg

40 Yes

##### Parent Currently Incarcerated

40 Yes

##### Parent works for ISD

40 Yes

##### Domestic Violence Victim

40 Yes

##### Parent works for HS/EHS

50 Yes

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

## **Personnel Policies & Procedures**

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

Effective Date: 9/18/2023

Revision Date: 9/24/2024

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.



# Head Start

## Financial Report for the month of September 2024

(August 2024 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 11-30-2024</i>							
Personnel	\$2,259,638.00	\$235,884.94	\$1,568,043.59	\$691,594.41	\$188,303.17	\$1,694,728.50	\$126,684.91
Fringe Benefits	\$559,846.00	\$46,575.28	\$364,038.76	\$195,807.24	\$46,653.83	\$419,884.50	\$55,845.74
Travel (4120)	\$10,000.00	\$1,449.88	\$9,613.55	\$386.45	\$833.33	\$7,500.00	(\$2,113.55)
Equipment	\$48,000.00	\$0.00	\$47,138.50	\$861.50	\$4,000.00	\$36,000.00	(\$11,138.50)
Supplies	\$245,000.00	\$10,917.71	\$109,156.52	\$135,843.48	\$20,416.67	\$183,750.00	\$74,593.48
Contractual	\$291,066.00	\$0.00	\$147,028.00	\$144,038.00	\$24,255.50	\$218,299.50	\$71,271.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$2,851.50	\$9,293.27	\$21,087.73	\$2,531.75	\$22,785.75	\$13,492.48
Other (4122)	\$1,049,075.00	\$70,995.82	\$695,046.23	\$354,028.77	\$87,422.92	\$786,806.25	\$91,760.02
<b>Total</b>	<b>\$4,493,006.00</b>	<b>\$368,675.13</b>	<b>\$2,949,358.42</b>	<b>\$1,543,647.58</b>	<b>\$374,417.17</b>	<b>\$3,369,754.50</b>	<b>\$420,396.08</b>
T&TA	\$40,381.00	\$4,301.38	\$18,906.82	\$21,474.18	\$3,365.08	\$30,285.75	\$11,378.93
<b>Total</b>							
USDA Reimbursements through July 2024							\$67,780.58
Estimated USDA Reimbursement for August 2024							\$12,438.23
							<u>\$500,614.89</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

Accruals: \$4.00  
 Actual year end payroll accrual \$95,000.00

<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	\$172,807.92	\$14,179.81	\$113,436.86	\$14,400.66	\$129,605.94	\$16,169.08
Per Child	\$9,662.38	\$792.85	\$6,342.71	\$805.20	\$7,246.78	\$904.08

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$1,133,347.00	\$139,679.32	\$1,112,431.39	\$20,915.61

# Early Head Start

## Financial Report for the month of September 2024

(August 2024 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 11-30-2024</i>							
Personnel	\$150,316.00	\$15,740.07	\$100,131.82	\$50,184.18	\$12,526.33	\$112,737.00	\$12,605.18
Fringe Benefits	\$37,191.00	\$2,299.04	\$19,859.21	\$17,331.79	\$3,099.25	\$27,893.25	\$8,034.04
Travel (4120)	\$2,190.00	\$409.04	\$1,368.41	\$821.59	\$182.50	\$1,642.50	\$274.09
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$15,250.00	\$485.34	\$3,440.66	\$11,809.34	\$1,270.83	\$11,437.50	\$7,996.84
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	\$476.00	\$1,390.25	\$1,676.75	\$255.58	\$2,300.25	\$910.00
Other (4122)	\$55,997.00	\$2,442.95	\$24,486.75	\$31,510.25	\$4,666.42	\$41,997.75	\$17,511.00
<b>Total</b>	<b>\$264,011.00</b>	<b>\$21,852.44</b>	<b>\$150,677.10</b>	<b>\$113,333.90</b>	<b>\$22,000.92</b>	<b>\$198,008.25</b>	<b>\$47,331.15</b>
T&TA	\$5,257.00	\$885.04	\$2,758.66	\$2,498.34	\$438.08	\$3,942.75	\$1,184.09
<b>Total</b>							
USDA Reimbursements through July 2024							\$10,561.83
Estimated USDA Reimbursement for August 2024							\$2,039.43
							<b>\$59,932.41</b>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$5,900.00

<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	\$132,005.50	\$10,926.22	\$75,338.55	\$11,000.46	\$99,004.13	\$23,665.58
Per Child	\$16,500.69	\$1,365.78	\$9,417.32	\$1,375.06	\$12,375.52	\$2,958.20

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$67,318.00	\$1,939.25	\$16,041.86	\$51,276.14

# HEAD START and EHS NUTRITION PROGRAM

September 2024 Financial Report

For the month of August 2024

## CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	10,231.68	82,020.62
Administrative Labor		2,321.63	14,440.84
Food		15,558.17	97,222.00
Supplies & Equipment		1,854.74	8,046.26
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		1,305.00	1,697.43
Other		-	369.17
Total	\$	31,271.22	\$ 203,796.32

TDHS REVENUE 14,477.66 123,270.72  
(Income Starts October 2023)

# CSBG D 2024

**Financial Report for the month of September 2024**

CSBG Current Program (August 2024 Expenditures)

% of contract	33%
% of money	15%

<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 Discretionary (CSBG D) 12 month program ending 04/30/2025</i>							
Personnel	\$5,600.00	1,006.16	\$1,006.16	\$4,593.84	\$466.67	\$1,866.67	\$860.51
Fringe Benefits	3,120.00	80.27	\$80.27	3,039.73	260.00	1,040.00	959.73
Travel*	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Contractual	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Direct Client Services	81,280.00	11,555.92	\$14,180.92	67,099.08	6,773.33	27,093.33	12,912.41
Indirect Costs	10,000.00	0.00	\$0.00	10,000.00	833.33	3,333.33	3,333.33
<b>Total</b>	<b>\$100,000.00</b>	<b>\$12,642.35</b>	<b>\$15,267.35</b>	<b>\$84,732.65</b>	<b>\$8,333.33</b>	<b>\$33,333.33</b>	<b>\$18,065.98</b>

# CEAP SUPPLEMENTAL

**Financial Report for the month of September 2024**

CEAP Current Program (August 2024 Expenditures)

% of contract	67%
% of money	80%

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>					
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2024</i>								
					<b>Contract Budget</b>			
					Minimum	Maximum		
Administration*	\$12,514.00	0.00	\$0.00	\$12,514.00	0%	\$1,042.83 min	\$8,596.61 max	\$8,596.61
Household Crisis**	69,719.00	0.00	\$0.00	69,719.00		13,865.50 min	69,719.00 max	69,719.00
Utility Assistance**	69,719.00	138,655.04	\$138,655.04	(68,936.04)		13,865.50 min	69,719.00 max	(68,936.04)
Program Services	21,372.00	0.00	\$0.00	21,372.00	0%	1,781.00 min	11,092.40 max	11,092.40
Training Travel	0.00	0.00	\$0.00	0.00		0.00 min	0.00 max	0.00
<b>Total</b>	<b>\$173,324.00</b>	<b>\$138,655.04</b>	<b>\$138,655.04</b>	<b>\$34,668.96</b>		<b>\$30,554.84</b>	<b>\$159,127.02</b>	<b>\$20,471.98</b>

# CSBG 2024

## Financial Report for the month of September 2024

CSBG Current Program (August 2024 Expenditures)

% of contract	67%
% of money	48%

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly	YTD	(Over)/Under
					Budget	Budget	
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2024</i>							
Personnel	\$0.00	24,977.93	\$95,362.07	(\$95,362.07)	\$0.00	\$0.00	(\$95,362.07)
Fringe Benefits	0.00	4,451.19	\$15,416.46	(15,416.46)	0.00	0.00	(15,416.46)
Travel*	0.00	122.95	\$4,513.65	(4,513.65)	0.00	0.00	(4,513.65)
Equipment	0.00	310.60	\$1,752.42	(1,752.42)	0.00	0.00	(1,752.42)
Supplies	0.00	702.38	\$2,055.85	(2,055.85)	0.00	0.00	(2,055.85)
Contractual	0.00	630.90	\$2,381.83	(2,381.83)	0.00	0.00	(2,381.83)
Other	0.00	15,452.49	\$72,804.77	(72,804.77)	0.00	0.00	(72,804.77)
Indirect Costs	0.00	3,008.18	\$16,854.37	(16,854.37)	0.00	0.00	(16,854.37)
<b>Total</b>	<b>\$436,850.00</b>	<b>\$49,656.62</b>	<b>\$211,141.42</b>	<b>\$225,708.58</b>	<b>\$36,404.17</b>	<b>\$291,233.33</b>	<b>\$80,091.91</b>

# CEAP 2024

## Financial Report for the month of September 2024

CEAP Current Program (August 2024 Expenditures)

% of contract	67%
% of money	86%

	Amount Funded	Expenditures	Total To Date	Balance		Contract Budget		
						Minimum	Maximum	
Administration*	\$267,080.00	46,521.04	\$215,543.33	\$51,536.67	7%	\$22,256.67	min \$196,630.86	max (\$18,912.47)
Household Crisis**	1,486,900.00	0.00	\$75,646.22	1,411,253.78		281,658.20	min 1,486,900.00	max 1,411,253.78
Utility Assistance**	1,486,900.00	147,249.79	\$2,740,935.79	(1,254,035.79)		281,658.20	min 1,486,900.00	max (1,254,035.79)
Program Services	455,793.00	32,194.34	\$139,318.42	316,474.58	5%	37,982.75	min 236,472.03	max 97,153.61
Training Travel	2,500.00	0.00	\$21.71	2,478.29		0.00	min 2,500.00	max 2,478.29
<b>Total</b>	<b>\$3,699,173.00</b>	<b>\$225,965.17</b>	<b>\$3,171,465.47</b>	<b>\$527,707.53</b>		<b>\$623,555.82</b>	<b>\$3,409,402.89</b>	<b>\$237,937.42</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 6.8%

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

**Board Report -September 2024**

Sam's Club

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

American Express

Purchases for June 2024 & July 2024		5,696.89
Payment due by ---	Pd on 08/14/2024	<u>(5,696.89)</u>
Balance		-

Texana Bank Line of Credit

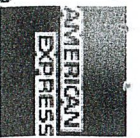
Program		
Highest August 2024 Balance	-	
Current balance	-	
Exp pay off date		

Local Admin In House Line of Credit

Program	<b>CSBG A</b>	<b>VSN</b>
Highest August 2024 Balance	12,007.54	34,896.00
Current balance	12,007.54	23,735.00
Exp pay off date	9/30/2024	9/30/2024

CSNT Line of Credit

Program	<b>CSBG B</b>
Highest August 2024 Balance	8,287.00



Remittance Account Number: **3796-67323243006**  
**AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT**

Account Number: **3796-67323243006**  
 Account Name: **MICHELLE MOREHEAD**  
 Employee ID:  
 Universal ID:

Statement Date: **07/28/2024**

Previous Balance: **\$0.00**  
 Cost Center:  
 Spending Limit / Type: **\$50,000.00 /TRN, \$50,000.00 /MTH**

**Transaction Details**

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
PAYPAL *HGJONESASSO 3122630960	0010153533425			06/28/2024	06/29/2024	1 \$525.00
Gaylord Texan Resort Grapevine	0013582000000			07/14/2024	07/14/2024	2 \$545.38
Gaylord Texan Resort Grapevine	0013039000000			07/14/2024	07/14/2024	3 \$545.38
Gaylord Texan Resort Grapevine	0013580000000			07/14/2024	07/14/2024	4 \$545.38
TRAVEL INN & SUITES ATLANTA	0084431634198			07/15/2024	07/16/2024	5 \$300.00
STARLINK INTERNET HAWTHORNE CA	#####SVBPHS			07/15/2024	07/16/2024	6 \$120.00
WAL-MART SUPERCENTER ATLANTA	0042010076837			07/19/2024	07/19/2024	7 \$168.00
FLINTS FURNITURE 436 ATLANTA	0073011004201			07/19/2024	07/20/2024	8 \$2,762.92
WWW.VISTAPRINT.COM LEXINGTON MA755635	0000000000000	VP_OHWK3V	VP_OHWK3VX2	07/24/2024	07/24/2024	9 \$184.83

Transaction Total for MICHELLE MOREHEAD - **3796-67323243006**

**\$5,696.89**

FOR ASSISTANCE CONTACT OUR PROGRAM ADMINISTRATOR CUSTOMER SERVICE UNIT -- TOLL FREE -- 1-800-492-4979  
 SEND REMITTANCES TO AMERICAN EXPRESS AT: American Express Remittance Processing-Suite A 20500 Belshaw Ave, Carson, CA 90746

*Dr. Shelley*



# AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Remittance Account Number: **3785-966778-91000**

MICHELLE MOREHEAD  
CSNT INC  
304 E. HOUSTON ST.  
LINDEN, TX, 75563

Statement Date: 07/28/2024

Load Number: **423896**  
Remittance Account Number: **3785-966778-91000**  
Corporate ID: **102312**

## Account Summary

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Previous Balance	Charges (+)	Credits (-)	Other Charges (+)	Debit Adjustment (+)	Other Credits (-)	Current Due	Payments (-)	Debit Remittances for Credit Balances (+)
\$1,796.87	\$5,696.89	\$0.00	\$0.00	\$0.00	\$0.00	\$5,696.89	(\$1,796.87)	\$0.00

TERMS - PAYABLE IN FULL UPON RECEIPT PER CORPORATE CONTRACT

## Account Aging Summary

Current Due	\$5,696.89
30 Days Past Due	\$0.00
60 Days Past Due	\$0.00
90 + Days Past Due	\$0.00

Past due	Total Due Payable in US Dollars
\$0.00	\$5,696.89

Payment Due Date: 08/11/2024

## Historical Balance Summary

Month	Balance
June	\$1,796.87
May	\$15,319.81
April	\$1,350.45

## CPC Statement Contains

- Remittance Advice ..... 4
- List of Accounts ..... 5
- Transaction Details ..... 6
- Important Account Information ..... 8



**Account Summary Page Explanation:**

**Load Number:** This number identifies your remittance enabling accurate posting to your account. PLEASE INCLUDE THIS NUMBER WITH ALL PAYMENTS.

**Statement Date:** The cutoff date in which all transactions are included in this statement since the last statement date.  
**Payment Terms:** The number of days past the Statement Date that payment is due to American Express. Based on your Company's contract and payment terms.

**Due Date:** The date payment is due to American Express. Based on your Company's contract and payment terms.  
**Previous Balance:** Amount due prior to this statement. This should equal the Total Due from the previous statement.

**Charges (+):** All new Transactions for the purchase since the previous Statement Date.  
**Credits (-):** Any credits from suppliers of purchases (i.e. Service Establishments) based on Card transactions.  
**Other Charges (+):** Any other transactions not considered Charges or Debit Adjustments (e.g. membership fees, transactions fees, etc)  
**Debit Adjustments (+):** Delinquency charges or any other adjustments to charges (e.g. reversals of temporary credits).

**Other Credits (-):** All other credits not in the Payments or Credits Summary (e.g. credits pending investigation of disputes, credits posted twice, reconciliation adjustments, etc).

**Current Due:** Total transactions for the statement month including the sum of (+) Charges, (-) Credits, (+) Other Charges, (+) Debit Adjustments and (-) Other Credits.

**Payments (-):** All Client Payments applied since last statement.  
**Debit Remittances for Credit Balances (+):** Previous Cardmember credit balances, reimbursed to your Company, in the form of a debit payment.

**Past Due:** Total transactions previously due but unpaid (e.g. unpaid charges and underpayments from previous statements). A previous account credit balance can result in a credit amount in this box.  
**Total Due:** This includes the sum of Previous Balance, (+) Current Due, (-) Payments and (+) Debit remittances for Credit Balance amounts. In addition, "Current Due" plus "Past Due" equals "Total Due". Pay this amount to return your account to a zero balance.

**Remittance Advice and Remittance Methods:**

**Please include the Load Number on all forms of payment sent to American Express**

ACH: Automated Clearing House	Federal Wire	Corporate On-line Payment	Paper Check
Mellon RT of New England, NA 1 Boston Place Boston, MA 02108 ABA #: 0110-0123-4 Account #: 09-1960 Please use CCD+ format and include Amex Load number	Chase Manhattan Bank New York, NY Account #: 910-2-753010 ABA #: 0210-0002-1 Account Address: Amex CPC Load # Remit Account: 15 digit remit account # PO Box 53891 Phoenix, AZ 85072	It is fast and easy to schedule your payments via Direct Debit. Please contact your American Express Representative at 1-800-492-4979 to enroll in Corporate On-line Payment	For accurate and timely tracking of payments, please remit your check, Load # and the remittance advice mailer to: American Express CPS Remittance Processing-Suite A 20500 Belshaw Ave, Carson, CA 90746

**For electronic remittances, please contact your American Express Service representative for more details**

## Remittance Advice Mailer

Please include this sheet if remitting by paper check.

There are several options for electronic payment. Please contact

American Express at: 800-492-4979 for more details.

Load Number: **1280218**

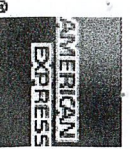
Payments may be mailed to:

American Express

CPS Remittance Processing-Suite A

20500 Belshaw Ave,

Carson, CA 90746



Remittance Account Number: **6785-966748-9100**  
**AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT**

MICHELLE MOREHEAD  
 CSNT INC  
 304 E. HOUSTON ST.  
 LINDEN, TX, 75563

Statement Date: 07/28/2024

Load Number: **123088**  
 Remittance Account Number: **6785-966748-9100**  
 Corporate ID: **102313**

**Remittance Advice**

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Name	Employee ID	Cost Center	Account Aging			Account Number	Balance Due
			30	60	90+		
CREW DYKES						3796-566082-82006	\$0.00
MICHELLE MOREHEAD						3796-578232-9006	\$5,696.89
BERNARD YANCEY						3796-578080-21087	\$0.00
BERNARD YANCEY						3796-578080-54006	\$0.00
<b>BCA Subtotal: 3785-966748-91009</b>							<b>\$5,696.89</b>

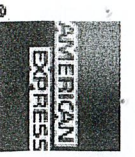
Total Accounts: 4

Remittance Account Total: \$5,696.89

Payment Due Date: 08/11/2024

Amount Owed (\$): \$5,696.89

Amount Paid (\$) \$



Remittance Account Number: **2785-964728-91000**  
**AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT**

MICHELLE MOREHEAD  
 CSNT INC  
 304 E. HOUSTON ST.  
 LINDEN, TX, 75563

Statement Date: 07/28/2024

Load Number: **143096**  
 Remittance Account Number: **1782364728-91000**  
 Corporate ID: **102312**

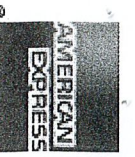
**List of Accounts**      **TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT**

Account Number	Account Name	Previous Balance	Charges Other Charges (+)	Credits Other Credits (-)	Debit Adjustment (+)	Current Due	Payments (-)	Debit Remittances For Credit Balances (+)
<del>2785-964728-91000</del>	CREW DYKES	\$1,796.87	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,796.87)	\$0.00
<del>2785-964728-91000</del>	MICHELLE MOREHEAD	\$0.00	\$5,696.89	\$0.00	\$0.00	\$5,696.89	\$0.00	\$0.00
<del>2785-964728-91000</del>	BERNARD YANCEY	\$0.00	\$0.00	\$0.00	\$0.00			
<del>2785-964728-91000</del>	BERNARD YANCEY	\$0.00	\$0.00	\$0.00	\$0.00			
<b>BCA Subtotal:</b>						<b>2785-964728-91000</b>		<b>\$5,696.89</b>

Total Accounts: 4

Remittance Account Total: \$5,696.89

Payment Due Date: 08/11/2024



Remittance Account Number: ~~0265927284100~~  
AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: ~~02658600782006~~  
Account Name: CREW DYKES  
Employee ID:  
Universal ID:

Statement Date: 07/28/2024

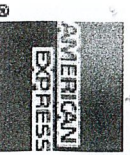
Previous Balance: \$1,796.87  
Cost Center:  
Spending Limit / Type: \$50,000.00 /TRN,  
\$50,000.00 /MTH

Transaction Details

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
CORPORATE REMITTANCE RECEIVED	0006500000000			07/16/2024	07/16/2024	(\$1,796.87)

Transaction Total for CREW DYKES - ~~02658600782006~~ \$0.00



Remittance Account Number: **888888888888**

# AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

## Important Account Information

**TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT**

### Payments:

Your American Express Corporate Purchasing Card statement is payable in full per contract terms. Payments received after 12:00 noon may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made with a single draft or check drawn on a U.S. bank and payable in U.S. dollars, or with a negotiable instrument payable in U.S. dollars and clearable through the U.S. banking system, or through an electronic payment method payable in U.S. dollars and clearable through the U.S. banking system. Your account number must be included on 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 your payment into U.S. dollars, 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 your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to your bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against your bank or asset account for the amount of the check.

### 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 5:00 pm MST 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 U.S. 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 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.

Check Register for August 2024

Check Number	Effective Date	Vendor Name	Check Amount	Description
1	8/1/2024	JIM HOWARD	(204.22)	Void EFT TEST
79722	8/27/2024	A & R SERVICE CENTER LLC	(61.50)	Void Check
80262	8/1/2024	JIM HOWARD	(0.01)	Void EFT TEST
80306	8/27/2024	TRICO LUMBER CO.	(28.97)	Void Check
80352	8/19/2024	AUTOUSA, LTD	(879.50)	Void Check
80475	8/19/2024	AUDITORY SYSTEMS LLC	(812.00)	Void Check
80596	8/8/2024	ABILA	1,325.07	Software Support
80609	8/8/2024	AEP-SWEPKO-EA	253,105.17	Client Assistance
80610	8/8/2024	AMBIT ENERGY	5,271.86	Client Assistance
80611	8/8/2024	AT&T	1,203.56	Telephone & Internet
80613	8/8/2024	ATMOS ENERGY	13,409.86	Client Assistance
80614	8/8/2024	BLOOMBURG WATER SUPPLY	57.23	Utilities Water
80615	8/8/2024	BOLTON'S PAINTING AND REAL ESTATE	780.00	Client Assistance
80619	8/8/2024	BOWIE CASS	77,354.24	Client Assistance
80620	8/8/2024	BUSINESS ESSENTIALS	224.96	Office supplies
80623	8/8/2024	CENTERPOINT ENERGY	12,778.93	Client Assistance
80624	8/8/2024	CENTERPOINT ENERGY ENTEX	57.44	Utilities Power
80625	8/8/2024	CIRRO ENERGY	4,706.57	Client Assistance
80626	8/8/2024	CITY OF JEFFERSON WATER	60.25	Utilities
80627	8/8/2024	CITY OF NEW BOSTON	42.03	Utilities
80628	8/8/2024	CITY OF PITTSBURG	256.98	Utilities
80629	8/8/2024	COMMUNITY ACTION PROGRAM LEGAL SVCS	35.00	Office supplies
80630	8/8/2024	DEBERRY BUTANE COMPANY	1,901.13	Client Assistance
80631	8/8/2024	DIRECT ENERGY	3,219.97	Client Assistance
80632	8/8/2024	FARMER ELECTRIC	7,888.88	Client Assistance
80633	8/8/2024	FERRELL GAS	3,959.67	Client Assistance
80634	8/8/2024	GEXA ENERGY	4,278.40	Client Assistance
80635	8/8/2024	GREEN MOUNTAIN ENERGY	2,200.00	Client Assistance
80636	8/8/2024	Heartland Village - MAIN OFFICE	1,911.00	Client Assistance
80637	8/8/2024	HOLY ANGELS RESIDENTIAL FACILITY	200.00	HS Training
80638	8/8/2024	JUST ENERGY	4,402.52	Client Assistance
80639	8/8/2024	KALASHINE HOPKINS LLC	1,192.00	Client Assistance
80640	8/8/2024	KATHY JO RODGERS	774.00	Client Assistance
80641	8/8/2024	KIM'S CONVENIENCE STORES	25.00	Vehicle Fuel
80642	8/8/2024	LAMAR CO-OP	2,311.41	Client Assistance
80643	8/8/2024	MCADAMS PROPANE COMPANY	542.28	Client Assistance
80644	8/8/2024	MCADAMS PROPANE COMPANY	165.60	Client Assistance
80645	8/8/2024	MCI	67.68	Telephone & Internet
80646	8/8/2024	MCQUEEN PROPANE INC	1,580.25	Client Assistance
80647	8/8/2024	MOISES HERRERA PROPERTY BY PAM LLC	920.00	Client Assistance
80648	8/8/2024	MY ALARM CENTER, LLC.	42.79	Alarm Svc
80649	8/8/2024	NARROW PATH PROPERTY MANAGEMENT	3,390.00	Client Assistance
80650	8/8/2024	NELSON PROPANE	2,087.20	Client Assistance
80651	8/8/2024	ODP BUSINESS SOLUTIONS, LLC	17.21	Office supplies
80652	8/8/2024	PAYLESS POWER	2,300.00	Client Assistance
80653	8/8/2024	PIMP'S AUTO	2,200.00	Client Assistance
80654	8/8/2024	PITTSBURG CORNER EXPRESS	61.18	Vehicle Fuel
80655	8/8/2024	RELIABLE ALARM SERVICE, LLC	45.00	Alarm Svc
80656	8/8/2024	RELIANT ENERGY	15,297.01	Client Assistance
80657	8/8/2024	REPUBLIC SERVICES #070	171.29	Utilities Trash
80658	8/8/2024	RHYTHM OPS, LLC	2,320.13	Client Assistance
80659	8/8/2024	RPM STAFFING PROFESSIONALS, INC.	1,987.20	Program Staffing
80660	8/8/2024	S.W. ARKANSAS TELE. CO-OP	216.27	Telephone & Internet
80661	8/8/2024	STREAM	4,182.24	Client Assistance
80664	8/8/2024	SUMMIT UTILITIES OF ARKANSAS	21,087.72	Client Assistance
80665	8/8/2024	SWEET BRIAR FARM LLC	400.00	Rent

Check Register for August 2024

Check Number	Effective Date	Vendor Name	Check Amount	Description
1	8/1/2024	JIM HOWARD	(204.22)	Void EFT TEST
80666	8/8/2024	TARA ENERGY	1,426.82	Client Assistance
80667	8/8/2024	TOSHIBA FINANCIAL SERVICES	602.05	Copier Charges
80668	8/8/2024	TRICO LUMBER CO.	17.28	Bldg Maint Supplies
80669	8/8/2024	TRIEAGLE ENERGY	1,734.09	Client Assistance
80671	8/8/2024	TXU-ASSISTANCE GROUP	34,915.36	Client Assistance
80673	8/8/2024	UPSHUR RURAL ELEC. CORP.	42,849.11	Client Assistance
80674	8/8/2024	WOOD CO. ELECTRIC COOP.	2,200.00	Client Assistance
80675	8/14/2024	ACE HARDWARE NEW BOSTON	35.96	Bldg Maint Supplies
80677	8/14/2024	AEP-SWEPCO-EA	30,354.67	Client Assistance
80678	8/14/2024	AMERICAN EXPRESS	5,696.89	Travel & Supply Purchases
80679	8/14/2024	AMY PERALES	160.00	Travel Per Diem
80680	8/14/2024	ATMOS ENERGY	700.00	Client Assistance
80681	8/14/2024	B & S TRUE VALUE HARDWARE	22.77	Bldg Maint Supplies
80682	8/14/2024	BEN E KEITH CO	2,530.99	HS Grocery
80683	8/14/2024	BERNIE YANCEY	224.90	Travel Per Diem
80684	8/14/2024	BERTA CABRERA	40.58	Employee Reimbursement
80685	8/14/2024	BLUE CROSS BLUE SHIELD	65.15	Employee Insurance
80686	8/14/2024	BLUE CROSS BLUE SHIELD	38,631.73	Employee Insurance
80687	8/14/2024	BOWIE CASS	1,203.30	Client Assistance
80688	8/14/2024	BOWIE CASS	2,200.00	Client Assistance
80689	8/14/2024	BOWIE CASS	2,200.00	Client Assistance
80690	8/14/2024	BOWIE CASS	2,300.00	Client Assistance
80691	8/14/2024	CASS COUNTY CITIZENS JOURNAL-SUN	2,595.00	Advertising
80692	8/14/2024	CENTERPOINT ENERGY	1,177.17	Client Assistance
80693	8/14/2024	CENTERPOINT ENERGY ENTEX	52.45	Utilities Power
80694	8/14/2024	CHUBB	165.00	Insurance
80695	8/14/2024	CIRRO ENERGY	1,700.00	Client Assistance
80696	8/14/2024	CRUMP'S IGA	13.77	HS Grocery
80697	8/14/2024	DIRECT ENERGY	339.49	Client Assistance
80698	8/14/2024	ERICK BALLESTEROS	2,150.00	Ground Care
80699	8/14/2024	ETEX TELEPHONE CORP, INC.	545.65	Telephone & Internet
80700	8/14/2024	ETEX TELEPHONE CORP, INC.	5,549.70	Telephone & Internet
80701	8/14/2024	GREG'S MIRACLE MART	99.44	Vehicle Fuel
80702	8/14/2024	H&M PROPERTIES	1,347.00	Client Assistance
80703	8/14/2024	HEALTHCARE EXPRESS LLP	434.00	Pre Employment Exp
80704	8/14/2024	Intellicorp Records	41.10	Pre Employment Exp
80705	8/14/2024	JANAYA SPARKS	40.58	Employee Reimbursement
80706	8/14/2024	LAMAR CO-OP	1,933.85	Client Assistance
80707	8/14/2024	LARRY NEELEY	250.00	Bldg Maint
80708	8/14/2024	LINDEN FUEL CENTER	594.21	Vehicle Fuel
80709	8/14/2024	LOLA MCGEE	100.00	HS Consultant
80710	8/14/2024	MARGARETT JOHNSON	1,498.00	Client Assistance
80711	8/14/2024	MCADAMS PROPANE COMPANY	976.00	Client Assistance
80712	8/14/2024	MICHELLE MOREHEAD	66.30	Travel Per Diem
80713	8/14/2024	MICHELLE MOREHEAD	160.00	Travel Per Diem
80714	8/14/2024	MUTUAL OF OMAHA PAYMENT PROCESSING CENTER	6,139.89	Employee Insurance
80715	8/14/2024	NAPLES HARDWARE & SUPPLIES LLC	42.41	Bldg Maint Supplies
80716	8/14/2024	NELSON PROPANE	600.00	Client Assistance
80717	8/14/2024	ODP BUSINESS SOLUTIONS, LLC	2,827.25	Office supplies
80718	8/14/2024	PEST-PRO SERVICES INC	55.00	Pest Control
80719	8/14/2024	ROGERS TROPHY & SIGN CO., INC.	166.50	Other Employee Costs
80720	8/14/2024	RPM STAFFING PROFESSIONALS, INC.	1,825.74	Program Staffing
80721	8/14/2024	SKAGGS TRAVEL STOPS INC.	30.52	Vehicle Fuel
80722	8/14/2024	SOUTHWESTERN ELECTRIC POWER	359.82	Utilities
80723	8/14/2024	SUMMIT UTILITIES OF ARKANSAS	3,133.06	Client Assistance
80724	8/14/2024	TEXANA LA	2,349.53	Journal Correction



Check Register for August 2024

Check Number	Effective Date	Vendor Name	Check Amount	Description
1	8/1/2024	JIM HOWARD	(204.22)	Void EFT TEST
80725	8/14/2024	TOSHIBA FINANCIAL SERVICES	1,272.82	Copier Charges
80726	8/14/2024	TRICO LUMBER CO.	31.31	Bldg Maint Supplies
80727	8/14/2024	UPSHUR RURAL ELEC. CORP.	2,832.76	Client Assistance
80728	8/14/2024	VANCO SYSTEMS, INC.	158.24	Copier Charges
80729	8/14/2024	WEHCO NEWSPAPERS INC	37.25	Advertising
80730	8/14/2024	WEX HEALTH, INC.	172.00	Employee Insurance
80731	8/14/2024	WILLIAM MICHAEL BERRY	438.42	Bldg Maint AC repair
80732	8/14/2024	WINDSTREAM	291.38	Telephone & Internet
80733	8/14/2024	XEROX CORPORATION	787.20	Copier Charges
80734	8/21/2024	A & R SERVICE CENTER LLC	61.50	Vehicle Repair
80735	8/21/2024	ALISHA OLIVER PETTY CASH CUSTODIAN	100.00	Petty Cash
80736	8/21/2024	AT&T	92.47	Telephone & Internet
80737	8/21/2024	BEN E KEITH CO	5,429.85	HS Grocery
80738	8/21/2024	CANDIE HARRIS PETTY CASH CUSTODIAN	100.00	Petty Cash
80739	8/21/2024	CARLIN JOHNSON PETTY CASH CUSTODIAN	100.00	Petty Cash
80740	8/21/2024	CITY OF LINDEN	436.88	Utilities
80741	8/21/2024	COLEMAN MOTORS, INC.	2,475.28	Vehicle Repair
80742	8/21/2024	CONN AUTO SUPPLY	138.00	Vehicle Repair
80743	8/21/2024	ERA MOORE-COLLINS PCC	100.00	Petty Cash
80744	8/21/2024	FELICIA WILLIAMS PETTY CASH CUSTODIAN	100.00	Petty Cash
80745	8/21/2024	KAYE NELMS PETTY CASH CUSTODIAN	100.00	Petty Cash
80746	8/21/2024	LAKESHORE LEARNING MATERIALS	4,709.15	HS Training Material
80747	8/21/2024	MARENDA TRAYLOR PETTY CASH CUSTODIAN	100.00	Petty Cash
80748	8/21/2024	SCHOOL NUTRITION RESOURCE GROUP	1,305.00	HS Consultant
80749	8/21/2024	SCHOOL SPECIALTY	1,943.23	HS Training Material
80750	8/21/2024	SOUTHWESTERN ELECTRIC POWER	3,605.49	Utilities
80751	8/21/2024	TRICO LUMBER CO.	39.98	Bldg Maint Supplies
80752	8/21/2024	VENUS HORNBuckle PETTY CASH CUSTODIAN	100.00	Petty Cash
80753	8/21/2024	VERIZON WIRELESS	2,353.95	Telephone & Internet
80754	8/21/2024	VESTIS GROUP , INC	121.13	Bldg Maint Safety mats
80755	8/21/2024	WINDSTREAM	296.68	Telephone & Internet
80756	8/21/2024	CARLIN JOHNSON PETTY CASH CUSTODIAN	100.00	Petty Cash
80757	8/27/2024	A & R SERVICE CENTER LLC	291.00	Vehicle Repair
80763	8/27/2024	AEP-SWPCO-EA	126,270.42	Client Assistance
80764	8/27/2024	AFLAC	1,006.20	Employee Insurance
80765	8/27/2024	AMBIT ENERGY	1,692.28	Client Assistance
80766	8/27/2024	AREA WIDE PROPERTIES	1,400.00	Rent
80767	8/27/2024	ATLANTA ISD	700.00	Rent
80768	8/27/2024	ATMOS ENERGY	2,083.46	Client Assistance
80769	8/27/2024	AUDITORY SYSTEMS LLC	638.00	HS Audio calibration
80770	8/27/2024	B & S TRUE VALUE HARDWARE	18.50	Bldg Maint Supplies
80771	8/27/2024	BEN E KEITH CO	4,957.78	HS Grocery
80773	8/27/2024	CENTERPOINT ENERGY	11,361.05	Client Assistance
80774	8/27/2024	CHAMPION ENERGY SERVICES	1,952.97	Client Assistance
80775	8/27/2024	CITY OF DAINGERFIELD	181.00	Utilities City Svcs
80776	8/27/2024	CITY OF HUGHES SPRINGS	305.70	Utilities City Svcs
80777	8/27/2024	CONN AUTO SUPPLY	265.00	Vehicle Repair
80778	8/27/2024	FERRELL GAS	449.75	Client Assistance
80779	8/27/2024	FLINT'S FURNITURE & APPLIANCE	1,825.00	Client Assistance
80780	8/27/2024	GLENN B. LANIER	240.00	Rent
80781	8/27/2024	H&M PROPERTIES	449.00	Client Assistance
80782	8/27/2024	HARREL'S PLUMBING CO.	250.00	Bldg Maint - Gas test
80783	8/27/2024	Heartland Village - MAIN OFFICE	637.00	Client Assistance
80784	8/27/2024	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	489.00	Alarm Svc
80785	8/27/2024	HUGHES SPRINGS ISD	800.00	Rent
80786	8/27/2024	JAN KITLINGER	642.00	Client Assistance

Check Register for August 2024

Check Number	Effective Date	Vendor Name	Check Amount	Description
1	8/1/2024	JIM HOWARD	(204.22)	Void EFT TEST
80787	8/27/2024	JIMMIE RAY AYERS	800.00	Rent
80788	8/27/2024	JUST ENERGY	1,609.21	Client Assistance
80789	8/27/2024	KALASHINE HOPKINS LLC	596.00	Client Assistance
80790	8/27/2024	KATHY JO RODGERS	258.00	Client Assistance
80791	8/27/2024	LAKESHORE LEARNING MATERIALS	65.99	HS Training Material
80792	8/27/2024	MARGARETT JOHNSON	1,583.00	Client Assistance
80793	8/27/2024	MARIA B GUERRERO	500.00	Client Assistance
80794	8/27/2024	MOUNT PLEASANT HOUSING AUTHOURITY	264.00	Client Assistance
80795	8/27/2024	NAPLES HARDWARE & SUPPLIES LLC	5.99	Bldg Maint Supplies
80796	8/27/2024	NARROW PATH PROPERTY MANAGEMENT	795.00	Client Assistance
80797	8/27/2024	NARROW PATH PROPERTY MANAGEMENT	660.00	Client Assistance
80798	8/27/2024	NARROW PATH PROPERTY MANAGEMENT	1,254.00	Client Assistance
80799	8/27/2024	NARROW PATH PROPERTY MANAGEMENT	200.00	Client Assistance
80800	8/27/2024	NORTHEAST TEXAS DEVELOPMENT LLC	900.00	Client Assistance
80801	8/27/2024	PAM MCMICHEAL	298.00	Client Assistance
80802	8/27/2024	PEST-PRO SERVICES INC	250.00	Pest Control
80803	8/27/2024	PINE TERRACE APARTMENT	443.00	Client Assistance
80804	8/27/2024	PINE TERRACE APARTMENT	328.00	Client Assistance
80805	8/27/2024	PINE TERRACE APARTMENT	443.00	Client Assistance
80806	8/27/2024	PTL VILLAGE LLC	665.00	Client Assistance
80807	8/27/2024	R. MORGAN, LLC	1,000.00	Rent
80808	8/27/2024	REDFEARN PROPERTIES	551.00	Client Assistance
80809	8/27/2024	RELIANT ENERGY	1,855.39	Client Assistance
80810	8/27/2024	RENEWED HOPE HOMES	663.00	Client Assistance
80811	8/27/2024	RENTONE LLC	475.00	Client Assistance
80812	8/27/2024	RPM STAFFING PROFESSIONALS, INC.	1,324.80	Program Staffing
80813	8/27/2024	SOUTHWESTERN ELECTRIC POWER	2,437.67	Utilities
80814	8/27/2024	SUMMIT UTILITIES OF ARKANSAS	5,521.14	Client Assistance
80815	8/27/2024	TALCO	600.00	Client Assistance
80816	8/27/2024	TEACHSTONE TRAINING LLC	135.00	HS Training Material
80817	8/27/2024	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
80818	8/27/2024	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	3,717.80	Journal Correction
80819	8/27/2024	TNT Properties of Texarkana	965.00	Client Assistance
80820	8/27/2024	TRICO LUMBER CO.	120.38	Bldg Maint Supplies
80821	8/27/2024	TURNER DAVID K	1,150.00	Rent
80822	8/27/2024	TXU-ASSISTANCE GROUP	13,173.22	Client Assistance
80823	8/27/2024	UPSHUR RURAL ELEC. CORP.	6,492.12	Client Assistance
80824	8/27/2024	VESTIS GROUP , INC	110.02	Bldg Maint Safety mats
80825	8/27/2024	WILLIAMS CHAPEL BAPTIST CHURCH	1,000.00	Rent
V00001	8/8/2024	JIM HOWARD	204.22	Employee Reimbursement
V00002	8/21/2024	CENTERPOINT ENERGY ENTEX	63.85	Utilities
V00003	8/21/2024	CENTERPOINT ENERGY ENTEX	51.20	Utilities
V00004	8/27/2024	BOWIE CASS	1,311.04	Client Assistance
V00005	8/27/2024	BOWIE CASS	2,190.89	Client Assistance
V00006	8/27/2024	BOWIE CASS	2,400.00	Client Assistance
V00007	8/27/2024	BOWIE CASS	1,057.68	Client Assistance
V00008	8/27/2024	BOWIE CASS	1,927.91	Client Assistance
V00009	8/27/2024	BOWIE CASS	1,906.61	Client Assistance
V00010	8/27/2024	BOWIE CASS	1,915.10	Client Assistance
V00011	8/27/2024	BOWIE CASS	2,400.00	Client Assistance
V00012	8/27/2024	BOWIE CASS	1,511.14	Client Assistance
V00013	8/27/2024	BOWIE CASS	1,630.90	Client Assistance
V00014	8/27/2024	BOWIE CASS	2,200.00	Client Assistance
V00015	8/27/2024	BOWIE CASS	2,200.00	Client Assistance
V00016	8/27/2024	BOWIE CASS	2,046.74	Client Assistance
V00017	8/27/2024	BOWIE CASS	2,400.00	Client Assistance

1045 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT 2

Check Register for August 2024

Check Number	Effective Date	Vendor Name	Check Amount	Description
1	8/1/2024	JIM HOWARD	(204.22)	Void EFT TEST
V00018	8/27/2024	BOWIE CASS	2,200.00	Client Assistance
V00019	8/27/2024	CENTERPOINT ENERGY ENTEX	53.57	Utilities Power
V00020	8/27/2024	FARMER ELECTRIC	1,314.93	Client Assistance
V00021	8/27/2024	FARMER ELECTRIC	1,330.29	Client Assistance
V00022	8/27/2024	FARMER ELECTRIC	2,200.00	Client Assistance
Texana Accounts Payable Cash Account Total			951,940.94	

1080 - TEXANA NEW  
 PAYROLL CASH  
 ACCOUNT

Check Number	Effective Date	Vendor Name	Check Amount	Description
6554	8/7/2024	JOHNNY THOMAS	671.13	Personal Time
6555	8/19/2024	RACHEL SPRAGUE - MORENO	156.99	Payroll difference
6556	8/19/2024	DANA RAPER	951.76	Final Check
Texana Payroll Cash Account Total			1,779.88	
Report Total			953,720.82	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 8/1/2024

Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	1,000.00
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	1,354.24
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	128,532.03
TEXANA ACCOUNTS PAYABLE DISBURSEMENT 2	29,446.23
NEW DISBURSEMENT CHECKING	67,380.59
TEXANA CSBG A CHECKING	919.43
TEXANA CSBG B CHECKING	19,863.65
TEXANA CSBG DISCRETIONARY CHECKING	5,537.73
TEXANA HEAD START CHECKING	999.99
TEXANA CEAP A CHECKING	10,332.50

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 8/1/2024

TEXANA CEAP B CHECKING	12,818.55
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	20,324.58
TEXANA TLC CHECKING	34,138.70
TEXANA LOCAL ADMINISTRATIVE CHECKING	76,330.87
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	0.00
TEXANA TBRA CHECKING	17,864.88
TEXANA POSTAL ACCOUNT CHECKING	194.62
TEXANA VET SERVICES NOW	1.60
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	0.00
TEXANA CEAP CARES CHECKING	(8,976.39)
TEXANA NEW PAYROLL CASH ACCOUNT	128,339.23
TEXANA EARLY HEAD START CHECKING	500.00
TEXANA CEAP ARP CHECKING	0.00
TEXANA INDIRECT COST RATE CHECKING	158,933.80
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	21,668.31
TEXANA ORGANIZATION PAYEE FUNDS	0.00
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	31,700.80
TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	0.00
TEXANA IN HOUSE LINE OF CREDIT CHECKING	76,205.00
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	1,017,278.25
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
INDIRECT COST RECEIVABLE	(10,055.74)
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	0.00
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
ACCUMULATED AMORTIZATION	(119,108.23)
PREPAID RENT	0.00
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	(7,640.82)

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 8/1/2024

PREPAID MAINTENANCE		0.00
	Total Current Assets	1,736,556.08
Long Term Assets		
PROPERTY & EQUIPMENT		3,071,902.39
LAND		0.00
BUILDINGS		0.00
EQUIPMENT		0.00
ACCUMULATED DEPRECIATION		(1,671,641.11)
RIGHT TO USE ASSETS		407,969.68
		1,808,230.96
	Total Assets	3,544,787.04
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		563,260.72
STATE UNEMPLOYMENT TAXES		0.00
Sales Tax Payable		0.00
WORKERS COMP PAYABLE		0.00
SUPPLEMENTAL INSURANCE PAYABLE		(944.64)
EMPLOYEE PORTION HLTH INS PAYABLE		(7,528.61)
Employee Insurance Repayment		0.00
Short Term Disability Payable		(1,688.05)
Long Term Disability Payable		(728.82)
DENTAL INSURANCE PAYABLE		(1,495.10)
VISION INSURANCE PAYABLE		(121.38)
HSA CONTRIBUTIONS PAYABLE		0.00
CAFETERIA PLAN PAYABLE		0.00
AUL CONTRIBUTIONS PAYABLE		0.00
LIFE/DISABILITY INSURANCE		(2,097.29)
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		150,000.00
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		65,105.59
LEASE PAYABLE		289,723.19
CONTIGENT LIABILITY		0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 8/1/2024

CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
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>1,053,485.61</u>
Net Assets	
NET ASSETS	77,362.36
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>77,362.36</u>
Excess Revenues over Expenditures	<u>2,413,939.07</u>
Total Liabilities and Net Assets	<u><u>3,544,787.04</u></u>