

Head Start

Financial Report for the month of December 2024

(November 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	\$326,198.80	\$2,253,208.14	\$6,429.86	\$188,303.17	\$2,259,638.00	\$6,429.86
Fringe Benefits	\$559,846.00	\$48,536.20	\$493,643.58	\$66,202.42	\$46,653.83	\$559,846.00	\$66,202.42
Travel (4120)	\$10,000.00	\$2,626.49	\$16,824.87	(\$6,824.87)	\$833.33	\$10,000.00	(\$6,824.87)
Equipment	\$48,000.00	\$0.00	\$47,138.50	\$861.50	\$4,000.00	\$48,000.00	\$861.50
Supplies	\$245,000.00	\$57,712.51	\$209,495.01	\$35,504.99	\$20,416.67	\$245,000.00	\$35,504.99
Contractual	\$291,066.00	\$0.00	\$291,066.00	\$0.00	\$24,255.50	\$291,066.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$4,662.33	\$16,434.20	\$13,946.80	\$2,531.75	\$30,381.00	\$13,946.80
Other (4122)	\$1,094,713.00	\$214,629.71	\$1,203,620.78	(\$108,907.78)	\$91,226.08	\$1,094,713.00	(\$108,907.78)
Total	\$4,538,644.00	\$654,366.04	\$4,531,431.08	\$7,212.92	\$378,220.33	\$4,538,644.00	\$7,212.92
T&TA	\$40,381.00	\$7,288.82	\$33,259.07	\$7,121.93	\$3,365.08	\$40,381.00	\$7,121.93
Total							
USDA Reimbursements through October 2024							\$114,340.97
Estimated USDA Reimbursement for November 2024							\$12,767.74
							<u>\$134,321.63</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

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

Further Analysis	
Number of children	465
Number of classrooms	26

<u>Funding Source</u>	<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	\$174,563.23	\$25,167.92	\$174,285.81	\$14,546.94	\$174,563.23	\$277.42
Per Child	\$9,760.52	\$1,407.24	\$9,745.01	\$813.38	\$9,760.52	\$15.51

IN-KIND (Non-Federal Share)				
Needed	This month	Total	Still need	
\$1,133,347.00	\$145,313.10	\$1,545,537.12	(\$412,190.12)	

Early Head Start

Financial Report for the month of December 2024

(November 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	\$19,489.85	\$142,326.97	\$7,989.03	\$12,526.33	\$150,316.00	\$7,989.03
Fringe Benefits	\$37,191.00	\$184.17	\$24,668.64	\$12,522.36	\$3,099.25	\$37,191.00	\$12,522.36
Travel (4120)	\$2,190.00	\$326.10	\$1,910.78	\$279.22	\$182.50	\$2,190.00	\$279.22
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$15,250.00	\$3,545.29	\$8,946.07	\$6,303.93	\$1,270.83	\$15,250.00	\$6,303.93
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	\$483.77	\$2,696.52	\$370.48	\$255.58	\$3,067.00	\$370.48
Other (4122)	\$55,997.00	\$8,233.21	\$45,228.31	\$10,768.69	\$4,666.42	\$55,997.00	\$10,768.69
Total	\$264,011.00	\$32,262.39	\$225,777.29	\$38,233.71	\$22,000.92	\$264,011.00	\$38,233.71
T&TA	\$5,257.00	\$809.87	\$4,607.30	\$649.70	\$438.08	\$5,257.00	\$649.70
Total							
USDA Reimbursements through October 2024							\$17,443.11
Estimated USDA Reimbursement for November 2024							\$1,853.86
							<u>\$57,530.68</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$0.00

Further Analysis	
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	\$16,131.20	\$112,888.65	\$11,000.46	\$132,005.50	\$19,116.85
Per Child	\$16,500.69	\$2,016.40	\$14,111.08	\$1,375.06	\$16,500.69	\$2,389.61

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$67,318.00	\$2,018.29	\$22,157.90	\$45,160.10

Head Start

Financial Report for the month of February 2025

(January 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	\$253,851.41	\$339,297.22	\$1,938,072.78	\$189,780.83	\$379,561.67	\$40,264.45
Fringe Benefits	\$659,071.00	\$84,218.49	\$80,783.32	\$578,287.68	\$54,922.58	\$109,845.17	\$29,061.85
Travel (4120)	\$10,000.00	\$149.87	\$330.46	\$9,669.54	\$833.33	\$1,666.67	\$1,336.21
Equipment	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$833.33	\$1,666.67	\$1,666.67
Supplies	\$209,369.00	\$8,362.44	\$9,641.38	\$199,727.62	\$17,447.42	\$34,894.83	\$25,253.45
Contractual	\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$48,511.00	\$48,511.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$435.00	\$1,017.00	\$29,364.00	\$2,531.75	\$5,063.50	\$4,046.50
Indirect Cost	\$396,943.00	\$0.00	\$0.00	\$396,943.00	\$33,078.58	\$66,157.17	\$66,157.17
Other (4122)	\$608,806.00	\$51,494.77	\$96,642.15	\$512,163.85	\$50,733.83	\$101,467.67	\$4,825.52
Total	\$4,493,006.00	\$398,511.98	\$527,711.53	\$3,965,294.47	\$374,417.17	\$748,834.33	\$221,122.80
T&TA	\$40,381.00	\$584.87	\$1,347.46	\$39,033.54	\$3,365.08	\$6,730.17	\$5,382.71
Total							
USDA Reimbursements through December 2024							\$11,452.02
Estimated USDA Reimbursement for January 2025							\$11,677.58
							<u>\$244,252.40</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$95,000.00

\$4.00

Further Analysis	
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	\$15,327.38	\$20,296.60	\$14,400.66	\$28,801.32	\$8,504.72
Per Child	\$9,662.38	\$857.02	\$1,134.86	\$805.20	\$1,610.40	\$475.53

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,133,347.00	\$143,223.12	\$285,009.93	\$848,337.07

Early Head Start

Financial Report for the month of February 2025

(January 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	\$147,373.00	\$15,892.89	\$21,033.25	\$126,339.75	\$12,281.08	\$24,562.17	\$3,528.92
Fringe Benefits	\$42,650.00	\$1,886.21	\$2,071.75	\$40,578.25	\$3,554.17	\$7,108.33	\$5,036.58
Travel (4120)	\$2,190.00	\$0.00	\$5.58	\$2,184.42	\$182.50	\$365.00	\$359.42
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$17,650.00	\$989.70	\$989.70	\$16,660.30	\$1,470.83	\$2,941.67	\$1,951.97
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	\$270.00	\$288.00	\$2,779.00	\$255.58	\$511.17	\$223.17
Indirect Cost	\$23,737.00	\$0.00	\$0.00	\$23,737.00	\$1,978.08	\$3,956.17	\$3,956.17
Other (4122)	\$27,344.00	\$1,938.68	\$2,660.05	\$24,683.95	\$2,278.67	\$4,557.33	\$1,897.28
Total	\$264,011.00	\$20,977.48	\$27,048.33	\$236,962.67	\$22,000.92	\$44,001.83	\$16,953.50
T&TA	\$5,257.00	\$270.00	\$293.58	\$4,963.42	\$438.08	\$876.17	\$582.59
Total							
USDA Reimbursements through December 2024							\$1,436.05
Estimated USDA Reimbursement for January 2025							\$1,680.68
							<u>\$20,070.23</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$6000.00

Further Analysis	
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	\$10,488.74	\$13,524.17	\$11,000.46	\$22,000.92	\$8,476.75
Per Child	\$16,500.69	\$1,311.09	\$1,690.52	\$1,375.06	\$2,750.11	\$1,059.59

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$67,317.00	\$2,073.43	\$4,222.83	\$63,094.17

HEAD START and EARLY HEAD START NUTRITION PROGRAM

February 2025 Financial Report

For the month of January 2025

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	8,497.82	28,736.03
Administrative Labor		1,517.46	5,016.83
Food		10,010.67	43,219.37
Supplies & Equipment		1,347.66	15,115.64
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		75.00	700.00
Other		-	0.00
Total	\$	21,448.61	\$ 92,787.87

TDHS REVENUE	13,358.26	61,441.61
(Income Starts October 2024)		

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -February 2025

Sam's Club

Purchases for December 2024		1,345.33
Payment due by 01/28/2025	Pd on 01/15/2025	<u>(1,345.33)</u>
Balance		-

American Express

Purchases for December 2024		1,333.04
Payment due by --N/A	Pd on 01/15/2025	<u>(1,333.04)</u>
Balance		-

Texana Bank Line of Credit

Program	Local Admin
Highest January 2025 Balance	49,500.00
Current balance	-
Exp pay off date	

Local Admin In House Line of Credit

Program	VSN
Highest January 2025 Balance	19,319.00
Current balance	19,319.00
Exp pay off date	

CSNT Line of Credit

Program	CSBG B	Local Admin
Highest January 2025 Balance	12,029.00	24,845.00
Current balance	5,315.00	
Exp pay off date	2/28/2025	



COMMUNITY SERVICES OF NETEXAS
Account Number ending in [REDACTED]



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PAGE 1 of 5

Visit us at SamsClubCredit.com/businesscard or Call 1-800-203-5764

Payment Information

	New Balance:	\$1,345.33
	Total Minimum Payment Due:	\$57.00
	Payment Due Date:	01/28/2025

Payments must be received by 5pm ET on 01/28/2025 if mailed, or by 11:59pm ET on 01/28/2025 for online and phone payments.

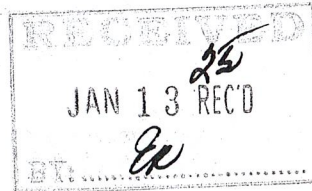
MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Account Summary

Previous Balance as of 12/09/2024	\$219.78	Credit Limit	\$3,400
Payments	- 219.78	Available Credit	\$2,054
Purchases/Debits	+ 1,345.33		
New Balance as of 01/08/2025	\$1,345.33		

31 Day Billing Cycle from 12/09/2024 to 01/08/2025 ✓



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Scan item barcodes as you go.



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1-2



COMMUNITY SERVICES OF TEXAS
Account Number ending in [REDACTED]



PAGE 2 of 5

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See what new items have landed at your club.

Visit SamsClub.com/NewItems or scan the QR code to check them out.



Transaction Detail

Date	Reference #	Description	Amount
			- \$219.78
			- \$219.78
Payments			
12/23	P928000PP01K9R12F	PAYMENT - THANK YOU	\$1,345.33
Purchases and Other Debits			
12/17	P928000PH01PJY7FE	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S) Total for Michelle Morehead	\$1,345.33
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

(v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	27.40% (v)	\$0.00	\$0.00	2D

Cardholder News and Information

If you are charged interest, the charge will never be less than the minimum interest charge disclosed in your terms and conditions. If you incurred interest less than this amount (please see above in the Interest Charge Calculation section) we will increase this charge to this amount.

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

Member News and Information

Interested in changing your due date for your Sam's Club® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.

Go green and support the environment with paperless statements! All you have to do is visit SamsClubCredit.com/businesscard to sign up. Register today to start receiving your statements online.

COMMUNITYSERVICESOFNETEXAS

ACCOUNT #: [REDACTED] DATE OF SALE #: 241217 P.O. #:
 INVOICE#: 000000 AUTHORIZATION #: 000764 CLUB #: 8295
 REFERENCE #: P928000PH01PJY7FE TRANSACTION #: 0 REGISTER #: 1

<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
SALES TAX		1.000		\$0.0000	\$0.00
052997113	1200 PEAK BATTERY	1.000	EA	\$69.9800	\$69.98
054865255	CHANNEL LOCK 200 PC	1.000	EA	\$89.9800	\$89.98
060202345	DECISBFY25 _ ILIVE	1.000	EA	\$50.0000-	\$50.00-
380083548	ROLLING UTILITY SEAT	1.000	EA	\$69.9600	\$69.96
380092513	VVTAR SKY HAWK DRONE	1.000	EA	\$79.9800	\$79.98
380123426	ALTEC LANSING MIX	1.000	EA	\$79.0000	\$79.00
380152940	4 IN 1 MUG GIFT	25.000	EA	\$22.9800	\$574.50
380181071	ARCTIS NOVA 4X	1.000	EA	\$89.8800	\$89.88
380189121	ILIVE MOVIE THEATERX	1.000	EA	\$149.0000	\$149.00
380189127	ION RETRO GLOW	1.000	EA	\$79.0000	\$79.00
380191616	SI PWRBOOST MASSAGER	1.000	EA	\$69.9800	\$69.98
380195037	5PC HYBRIDMESH CW	1.000	EA	\$44.0700	\$44.07
SUB \$1,345.33		TAX \$0.00		TOTAL INVOICE	\$1,345.33
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$1,345.33

1-2

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Corporate Purchasing Cardmember Report

**Sign-up For
Online Statements**

www.americanexpress.com/gopaperless

Prepared For
MICHELLE MOREHEAD
CSNT INC

Account Number
[REDACTED]

Closing Date
12/28/24

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
16,129.57	303.99	0.00	16,129.57	0.00	303.99	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 or call Customer Service at **1-800-492-4920**.

Do not staple or use paper clips
Payment Coupon

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

Account Number [REDACTED]

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



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
- 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
12/28/24

Activity Date reflects either transaction or posting date

Card Number		Reference Code	Amount \$
12/11/24	CORPORATE REMITTANCE RECEIVED 12/11	05409000000	-16,129.57
12/05/24	DOUBLETREE TULSA DOW TULSA OK FOL# 1463094 DOUBLETREE HO 12/05/24 ARRIVAL DATE DEPARTURE DATE 12/03/24 12/04/24 00 ROC NUMBER 1463094	67759503700	149.87
12/03/24	STARLINK INTERNET HAWTHORNE CA REF# cf0edcb7-c54 COMPUTER NETWORK 12/03/24		120.00
12/18/24	WAL-MART SUPERCENTER ATLANTA TX REF# 435300703810 DISCOUNT STORE 12/18/24	43530070381	34.12
Total for MICHELLE MOREHEAD		New Charges/Other Debits	303.99
		Payments/Other Credits	-16,129.57



COPY



Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For
BERNARD YANCEY
CSNT INC

Account Number [REDACTED] Closing Date 12/28/24

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
822.30	1,029.05	0.00	822.29	0.00	1,029.06	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 or call Customer Service at 1-800-492-4920.

Do not staple or use paper clips
Payment Coupon

Account Number [REDACTED]

BERNARD YANCEY
CSNT INC
POB 427
LINDEN TX 75563

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 re-presentments, 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 your 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



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
- 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
BERNARD YANCEY
CSNT INC

Account Number
[REDACTED]

Closing Date
12/28/24

Activity Date reflects either transaction or posting date

Card Number		Reference Code	Amount \$
12/11/24	CORPORATE REMITTANCE RECEIVED 12/11	05409000000	-822.29
12/17/24	Sheraton New Orleans New Orleans LA FOL# 5247998 SHERATON 12/17/24 ARRIVAL DATE DEPARTURE DATE 04/07/25 04/10/25 00 ROC NUMBER 5247998	52479980000	772.43
12/05/24	WAL-MART SUPERCENTER ATLANTA TX REF# 434000582805 DISCOUNT STORE 12/05/24	43400058280	159.36
12/16/24	WAL-MART SUPERCENTER ATLANTA TX REF# 435100337808 DISCOUNT STORE 12/16/24	43510033780	97.26
Total for BERNARD YANCEY		New Charges/Other Debits	1,029.05
		Payments/Other Credits	-822.29