



Letchworth Central School District

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January 15, 2019

NYS Education Department
Office of Audit Services
89 Washington Ave., Room 524 EB
Albany, NY 12234

To Whom It May Concern:

In response to the Extraclassroom Activity Funds Auditors' Findings and Evaluation for Year Ended June 30, 2018, the following corrective action plan shall be enacted:

1. Profit and Loss Statements - the High School Principal will work with club advisors and student treasurers to be sure future fundraisers are profitable and do not show a loss.
2. Sales Tax - the High School Principal and Central Treasurer will work with club advisors and student treasurers to be sure that fundraisers comply with New York State Sales Tax Law.
3. Donations - in the future all donations by student clubs will be approved by the students and recorded in the minutes specifying the amount and recipient of the donations.
4. Deficit Cash Balance - the deficit in the Middle School Student Council has been eliminated in the current school year and the High School Principal and Central Treasurer will work with club advisors and student treasurers to be sure clubs do not operate at a deficit in the future.

Approved by the Board of Education on January 14, 2019.

Sincerely,

D. Todd Campbell
Superintendent of Schools