



Letchworth Central School District

5550 School Road ~ Gainesville, NY 14066

Todd Campbell
Superintendent
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John Novak
Business Admin
[585] 493-5150

Rae Lynn Helman
Pupil Personnel Dir
[585] 493-3512

Julie Pernesky
Curriculum & Inst Dir
[585] 493-3513

William Bean IV
PK-4 Principal
[585] 493-2581

Amy Leone
5-8 Principal
[585] 493-2592

Paul Rogers
9-12 Principal
[585] 493-2571

Kevin Murray
Asst Principal 5-12
[585] 493-2571

Directory
Auto Attendant
[585] 493-5999

October 28, 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 Communicating Internal Control Related Matters Identified in an Audit for Year Ended June 30, 2019, the following corrective action plan shall be enacted:

1. The Treasurer will record ICS transfers and electronic transfers on a timely basis, and report these entries to the Business Administrator for review monthly.
2. The claims auditor will receive additional training and detailed procedures on the bank reconciliation process for review and reporting.

Approved by the Board of Education on October 28, 2019.

Sincerely,

D. Todd Campbell
Superintendent of Schools