



# Letchworth Central School District

5550 School Road ~ Gainesville, NY 14066

**Todd Campbell**  
Superintendent  
[585] 493-5450

**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

January 11, 2021

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, 2020, the following corrective action plan shall be enacted:

1. The District will purchase necessary equipment and supplies for the operation of the School Lunch Program to bring the fund balance to a level within the legal limit prior to June 30, 2021.

Anticipated Completion Date: this item was completed in the fall of 2020

2. The Treasurer will monitor the timing of deposits and transfers to ensure that no checking accounts have a negative balance.

Anticipated Completion Date: this item was completed in the fall of 2020

Approved by the Board of Education on January 11, 2021.

Sincerely,

D. Todd Campbell  
Superintendent of Schools