



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 Extraclassroom Activity Funds Auditors' Findings and Evaluation for the Year Ended June 30, 2020, the following corrective action plan shall be enacted:

1. Profit and Loss Statements - the High School Principal will continue to work with club advisors and student treasurers to be sure future fundraisers are profitable and do not show a loss. The Varsity Club hat sale will be discontinued.

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

2. Change/Petty Cash Fund - the High School Principal will review proper procedures for change/petty cash with all advisors and student treasurers.

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

3. Plant Fundraiser - the High School principal will review proper procedures for changing prices with approval by the club with all advisors and student treasurers

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

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

Sincerely,

D. Todd Campbell
Superintendent of Schools