



# Letchworth Central School District

5550 School Road ~ Gainesville, NY 14066

**Todd Campbell**  
Superintendent  
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Business Admin  
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Pupil Personnel Dir  
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**Julie Pernesky**  
Curriculum & Inst Dir  
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**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

**Tyler King**  
Asst Principal 5-12  
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**Directory**  
Auto Attendant  
[585] 493-5999

February 14, 2022

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, 2021, the following corrective action plan shall be enacted:

1. Sales Tax - the High School Principal and Central Treasurer will provide additional training for club advisors and student treasurers on applicable New York State sales tax laws and verify invoices to be sure sales tax is paid on applicable items that are not intended for resale.

Completion Date: this action was completed by January 31, 2022.

2. Inactive Clubs - the High School Principal will review the status of the inactive clubs (SADD and National Honor Society Jr. Club) and if future financial transactions are not anticipated, the accounts will be closed in accordance with Board of Education Policy.

Completion Date: this action was completed by January 31, 2022.

Approved by the Board of Education on February 14, 2022.

Sincerely,

D. Todd Campbell  
Superintendent of Schools