



New Lebanon
Central School
District

January 11, 2021

To Whom It May Concern:

The following are the corrective steps the district will take in response to the internal audit submitted by Raymond G Preusser, CPA, P.C.

1. With regard to the deficit being run in the school lunch fund the district will track submit a monthly profit and loss report to the board of education beginning February 2022. The district will proactively look at cost saving measures such as increasing participation rates in the breakfast and lunch programs. The district is also going to look at submitting claims for the "snack program" to help increase revenue without adding to labor expenses.
2. The district will begin compiling all fixed asset addition and deletions from previous year start February 1, 2022. The compiled information will be submitted to Questar III BOCES to update the fixed asset report.

Respectfully,

Danielle Brewster

A handwritten signature in black ink, appearing to read 'Danielle Brewster'.

Business Manager
New Lebanon CSD



14665 State Route 22
New Lebanon,
New York
12125

phone: 518.794.9016
fax: 518.766.5574

www.newlebanoncsd.org