



**Kenmore-Town of Tonawanda
Union Free School District**

Office of the Superintendent

Sabatino Cimato
Superintendent of Schools
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September 7, 2022

Ms. Melissa A. Myers
Chief Examiner
295 Main Street, Suite 1032
Buffalo, NY 14203-2510

Dear Ms. Myers,

Kenmore - Town of Tonawanda Union Free School District acknowledges receipt of your email requesting further information to address one of the key recommendations in report, 2022M-62, regarding the Report of Examination of the District Electronic Records for the period covering July 1, 2018 - November 6, 2020.

Please note that the District submitted a response letter dated July 15, 2022, that addressed the key findings and recommendations in full. This letter should be considered a supplement to that letter. The Corrective Action Plan was developed as a collaborative effort by the Superintendent, District Staff and the Board of Education.

Response to Key Findings and Recommendations

Audit Recommendation 4: The Superintendent should review and approve detailed payroll reports that include detail of deductions and 403(b) payments.

Implementation Plan of Action: The Superintendent reviews detailed payrolls reports and will start to review detailed deductions reports including 403(b) payments.

Implementation Date: This process will be completed by June 30, 2023 and ongoing each year.

Person Responsible for the Implementation: The Superintendent of schools, Board of Education and Directors.

Sabatino Cimato, Superintendent

Matt Chimera, Board President

The Ken-Ton school community will provide our students with the supports, tools and diverse opportunities needed to meet the challenges of an ever changing world.