

MEDFIELD HIGH SCHOOL STUDENT ACTIVITY ACCOUNT - ADJUSTMENT JOURNAL

Rev. Date: April 5, 2022

Student Activity Last Activity Date	Name of Account	Debit	Credit
3/20/2018	Uncategorized *	\$6.00	
9/21/2012	Baseball Club *	\$0.01	
12/19/2019	E-Sports *	\$1.00	
6/30/2017	Girls Lacrosse Club *	\$5.00	
5/9/2018	Girls Basketball Club ^(A)	\$130.93	
5/14/2013	Guidance *	\$3.27	
3/31/2010	Senior Project **	\$20.00	
11/7/2017	WARPATH ^(B)	\$39.69	
3/31/2010	Video Club **	\$20.00	
	Student Enrichment		\$225.90
4/29/2015	Friends of Rachel ^(C)	\$238.36	
	Harmony		\$238.36
3/21/2010	Newspaper *	\$5.93	
	Lit Mag		\$5.93
12/22/2016	Art Club ^(D)	\$184.96	
	National Art Honor Society		\$184.96
6/29/2021	Class of 2021 ^(E)	\$606.51	
	Class of 2023		\$606.51

In an effort to clean up inactive student activity accounts, we are requesting that the following adjustments be approved to zero out balances in categories that are inactive.

The Medfield Public Schools Student Activity Accounts Policies and Procedures Manual states on page 12 under Inactive Accounts, Item 2: “Written notification by the advisor or student officers/treasurer to the principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the school committee.”

It is our hope that the attached accounting of inactive accounts will enable the school committee to approve of these transfers into categories that benefit the MHS student body.

NOTES:

* Categories have less than \$10 remaining and are inactive. No advisor available.

** Appears to be an initial opening credit from 2010. Account has been inactive since. No advisor available.

(A) See email from Mark Nickerson (Girls Basketball Club advisor) approving transfer

(B) See email from Erik Ormberg (WARPETH advisor) approving transfer

(C) See email from Gwynne Sawtelle (Friends of Rachel advisor) approving transfer

(D) See email from Kate Jones (art department chair) approving transfer

(E) See email from Anne Lodge (Classes of 2021 & 2023 Advisor) approving transfer

Principal



Date: _____

School Committee



Date: 4/5/22



Maura Fitzgerald <mfitzgerald@email.medfield.net>

MHS Student Activity Account

2 messages

Maura Fitzgerald <mfitzgerald@email.medfield.net>
To: Mark Nickerson <MNickerson@email.medfield.net>

Fri, Apr 1, 2022 at 9:24 AM

Hi Mark,

I'm Robert's administrative assistant at the high school. We are working on getting our inactive student activity accounts cleaned up. We have a category in our accounts called Girls Basketball Club. It looks like the last activity against this account was back in May of 2018 - perhaps linked to a team trip of some sort? It has a balance of \$130.93. It appears you were the advisor for this club. We need permission to move these funds into the High School Student Enrichment account so we can discontinue the Girls Basketball Club. The Student Enrichment account is used to support students who may be financially unable to pay for a school event, or any other expenses the principal can directly relate to a particular student activity.

Do we have your permission to do this? Let me know if you have any questions.

Thank you,
Maura

--

Maura Fitzgerald
Administrative Assistant to the Principal
Medfield High School

Mark Nickerson <MNickerson@email.medfield.net>
To: Maura Fitzgerald <mfitzgerald@email.medfield.net>

Fri, Apr 1, 2022 at 9:39 AM

Yes. Thank you.

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Maura Fitzgerald <mfitzgerald@email.medfield.net>

WARPATH - student activity account

2 messages

Maura Fitzgerald <mfitzgerald@email.medfield.net>

Wed, Mar 30, 2022 at 2:08 PM

To: Erik Ormberg <EOrmberg@email.medfield.net>

Hey there,

There is an account called WARPATH that appears to be inactive. The last activity was on 11/7/2017. Is this an activity that will revive, or do we have your permission to close it and transfer the funds to our student enrichment category?

There is \$39.69 left in the account.

Let me know, thanks.

Maura

--

Maura Fitzgerald

Administrative Assistant to the Principal

Medfield High School

Erik Ormberg <EOrmberg@email.medfield.net>

Wed, Mar 30, 2022 at 4:45 PM

To: Maura Fitzgerald <mfitzgerald@email.medfield.net>

Maura,

You have my permission to close and transfer the remaining money.

Thank you,

Erik Ormberg

Guidance Counselor

Medfield High School

88R South Street

Medfield, MA 02052

(o) 508-359-2482 x11028

(f) 508-242-8516

eormberg@email.medfield.net

@guidance02052

@MHSGRIDIRON



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Maura Fitzgerald <mfitzgerald@email.medfield.net>

Friends of Rachel money to Harmony?

2 messages

Maura Fitzgerald <mfitzgerald@email.medfield.net>
To: Gwynne Sawtelle <GSawtelle@email.medfield.net>

Thu, Feb 3, 2022 at 9:00 AM

Hi Gwynne,

Earlier in the year you had indicated that the money remaining in the inactive Friends of Rachel student activity account should be transferred to the Harmony account. Can you please reply and confirm this? Transfers from one account to another need documented approval from students/advisors if that is possible (and not just Robert and me requesting the transfer).

Thanks

Maura

--

Maura Fitzgerald
Administrative Assistant to the Principal
Medfield High School

Gwynne Sawtelle <GSawtelle@email.medfield.net>
To: Maura Fitzgerald <mfitzgerald@email.medfield.net>

Thu, Feb 3, 2022 at 9:14 AM

Hello Maura - I'm happy for you to transfer the money from Friends of Rachel to Harmony. It seems like the club has faded out - I don't think Marlo got many kids to participate - and I'm pretty wrapped up with Senior Project so I don't think I can to take it on again.

Thanks,
Gwynne

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Maura Fitzgerald <mfitzgerald@email.medfield.net>

Art Club \$

5 messages

Maura Fitzgerald <mfitzgerald@email.medfield.net>

Wed, Jan 12, 2022 at 9:28 AM

To: Katherine Jones <KJones@email.medfield.net>

Hi there.

There is a student activity account called Art Club that I believe you said can be closed out (last activity was late 2016). I thought you suggested moving this to the National Art Honor Society account, but was curious if you wanted it to go to Clay Club? There is \$184.96 in the account.

Let me know your thoughts. Thanks,

Maura

--

Maura Fitzgerald

Administrative Assistant to the Principal

Medfield High School

Kate Jones <KJones@email.medfield.net>

Wed, Jan 12, 2022 at 10:00 AM

To: Maura Fitzgerald <mfitzgerald@email.medfield.net>

It can go to NAHS. They were both under Meg D.

Clay club has some \$ from ornament sales and should be ok.

Thanks,

Kate Jones

K-12 Art Department Chair

Medfield Public Schools

twitter: [@medfieldk12Arts](https://twitter.com/medfieldk12Arts)

instagram: [mpsfineart](https://www.instagram.com/mpsfineart)

department site: <https://sites.google.com/email.medfield.net/medfieldart/home>

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Maura Fitzgerald <mfitzgerald@email.medfield.net>

Wed, Jan 12, 2022 at 10:03 AM

To: Kate Jones <KJones@email.medfield.net>

Ok, thanks!

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Maura Fitzgerald <mfitzgerald@email.medfield.net>

Thu, Feb 3, 2022 at 8:40 AM

To: Meghan Drew <MDrew@email.medfield.net>

Hi Meg - Kate has suggested that money from your old Art Club be transferred to your Art NHS. Sound good to you? Adjustments like these (for inactive accounts) need approval from those involved if students/advisors are still available to do so.

Thank you!

Maura

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Meghan Drew <MDrew@email.medfield.net>

Thu, Feb 3, 2022 at 8:56 AM

To: Maura Fitzgerald <mfitzgerald@email.medfield.net>

Sounds good to me! Thanks!

Meg Drew *B.A., M.F.A*

Visual Arts Teacher

Medfield High School

MHS Visual Arts Website

M.Drew Online Portfolio

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Maura Fitzgerald <mfitzgerald@email.medfield.net>

Class of 2021 Balance

2 messages

Maura Fitzgerald <mfitzgerald@email.medfield.net>

Wed, Jan 26, 2022 at 8:39 AM

To: Stephanie Worthley <SWorthley@email.medfield.net>, Anne Lodge <ALodge@email.medfield.net>

Hi there - You guys have \$606.51 left in the Class of 2021 account. I do not think there are any outstanding invoices that would come in at this point. Do you want to "gift" this money to the class you are now advising? Or do you think there is something that the class officers from 2021 would like to see this spent on or donated to?

Let me know, thanks!

Maura

--

Maura Fitzgerald

Administrative Assistant to the Principal

Medfield High School

Anne Lodge <ALodge@email.medfield.net>

Wed, Jan 26, 2022 at 12:19 PM

To: Maura Fitzgerald <mfitzgerald@email.medfield.net>

Cc: Stephanie Worthley <sworthley@email.medfield.net>

That's fun news! We'd love to transfer it to the Class of 2023 that we're advising now.

Thanks,

Anne & Stephanie

**Anne Lodge****Guidance Counselor, Medfield High School**508-359-2482 x11052 | www.medfield.net

88R South St, Medfield, MA 02052

she/her/hers

Create your own [email signature](#)

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