Berlin-Boylston Regional School District
Aaron Osborne, MBA, MCPPO, Director of Finance & Operations
215 Main Street, Boylston, MA 01505
508-869-2837 aosborne@bbrsd.org

Date: May 13, 2025
From: Aaron Osborne, Director of Finance & Operations
To: The Berlin-Boylston Regional School Committee
Re: Student Activity Accounts

In accordance with DESE regulations and School Committee policies, there are a number of Student Activity Account actions that should have taken place that we cannot readily verify as having occurred. This is not to insinuate these activities did not occur, but rather that it is easier to simply ask the school committee affirm these items in coordination with other actions we need to take regardless.

The first action is to request that the School Committee authorize action on all existing Student Activity Accounts as follows:

Account Name/Number	**Requested Action**
(Pending) Tahanto World Explorers Club	Renew Account
(Pending) Sweet & Savory	Renew Account
30050 · Art Club	Renew Account
30075 · Mind Matters	Renew Account
30125 · Drama Club	Renew Account
30200 · Child Development Club	Renew Account
30225 · Civics Activity	Renew Account
30250 · Community Service Club	Remove & Transfer $130 to Civics Activity
30275 · Arts and Crafts Club	Remove & Transfer $153.72 to Industrial Arts Club
30375 · Garden Club	Remove & Hold Balance pending review of possible revolving
30400 · High School Student Council	Renew Account
30500 · Industrial Arts Club	Renew Account
30550 · Life Skills Cafe	Remove & Transfer $221.33 to Unified Sports
30600 · Middle School Student Council	Renew Account
30645 · MS Global Citizenship Club	Remove & Transfer $2.44 to High School Model UN
30650 · High School Model UN	Renew Account
30725 · Middle School Jazz Band	Renew Account
30750 · National Honor Society	Renew Account
30760 · Junior NHS	Renew Account
30775 · High School Jazz Band	Renew Account
30800 · High School Science Club	Renew Account
30850 · Yearbook	Renew Account
30855 · Tahanto Times	Renew Account
30900 · Math Team - Freshmen	Renew Account & Rename Tahanto Math Team (Consolidate)
30950 · Math Team - Varsity	Remove & Transfer ($190.59) to Tahanto Math Team

Account Name/Number	Requested Action
31100 · Basketball - Boy's	Renew Account
31150 · Basketball - Girl's	Renew Account
31200 · Basketball - Middle School	Renew Account
31250 · Cheerleading Team	Renew Account
31300 · Field Hockey Team	Renew Account
31350 · Golf Team	Renew Account
31400 · Soccer - Boy's	Renew Account
31600 · Softball	Renew Account
31700 · Volleyball Club	Renew Account
31800 · Best Buddies/Unified Sports	Renew Account
36700 · Track & Field	Renew Account
32100 · Guidance College Fair	Remove & Transfer $324.81 to PSAT/AP Test
32250 · PSAT/AP Test	Renew Account
33050 · Band - Junior	Renew Account
33100 · Band - Senior	Renew Account
34100 · Library	Remove & Transfer $420.96 to Miscellaneous Field Trips
35050 · Anatomy Field Trip	Remove & Transfer $146.02 to Miscellaneous Field Trips
35150 · Museum of Fine Arts Field Trip	Renew Account
35200 · Grade 7 Field Trip	Renew Account
35250 · Grade 8 Field Trip	Renew Account
35300 · TK Science Field Trip	Renew Account
35350 · Spirit of America Field Trip	Remove & Transfer $235.00 to Miscellaneous Field Trips
35400 · French Field Trip	Renew Account
35420 · Les Miserable Field Trip	Remove & Transfer $4.25 to French Field Trip
35450 · Computer Field Trip	Remove & Transfer $103.63 to Industrial Arts Club
35475 · Alexis's Field Trips	Remove & Transfer $95.00 to Miscellaneous Field Trips
35500 · Cape Field Trip	Renew Account
35600 · Miscellaneous Field Trip	Renew Account
38010 · Class of 2008	Remove & Transfer $253.80 to Undesignated Funds
38040 · Class of 2014	Remove & Transfer $265.61 to Undesignated Funds
38080 · Class of 2021	Remove & Transfer $257.72 to Undesignated Funds
38090 · Class 0f 2022	Renew Account & reach out to disperse funds
38100 · Class of 2023	Renew Account & reach out to disperse funds
38200 · Class of 2024	Renew Account & reach out to disperse funds
38300 · Class of 2025	Renew Account & coordinate dispensation
38400 · Class of 2026	Renew Account
38500 · Class of 2027	Renew Account
38600 · Class of 2028	Renew Account
38700 · Class of 2029	Renew Account
38800 · Class of 2030	Renew Account
38900 · Class of 2031	Renew Account
(Pending) Class of 2032	Add Account (Incoming Grade 6)
39300 · Math - Calculators	Remove & Transfer $1,024.34 to Tahanto Math Team
39650 · Invisible Children Fundraiser	Remove & Transfer $374.00 to Civics Activity Club
39700 · American Red Cross Fund	Renew Account
39400 · Undesignated Funds	Renew Account

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Where accounts have been identified for removal and transfer of funds, efforts are being made so that such actions most closely align with the purpose of the removed club.

The second action requested is to approve the maximum net cash balance in all Student Activity Agency account that houses these funds. As above, we do not have immediate documentation available of prior Student Activity Agency account authorizations by the School Committee, therefore it is simply most expeditious to ask the Committee to authorize an amount that reflects potential ongoing needs. The above accounts collectively hold $134,222.34 in cash assets; therefore, we are recommending a maximum cash balance of $150,000.

Recommendation: That the School Committee vote to authorize the following actions:

1. Authorize the actions described above to renew or remove identified Student Activity Accounts and transfer balances remaining in removed accounts to the identified accounts.
2. Authorize a Student Activity Agency Account balance not to exceed $150,000 going forward.

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