

City Hall BizPrep

Welcome Letter

Business CEO:

We are looking forward to your school's visit to *JA BizTown* and hope that you and your team are as well. We know you are learning a lot about operating your own business and handling your own finances. Before long, you will be able to put your knowledge to work and, hopefully, see success for both yourself and your business.

You will find many important papers in this BizPrep Packet. All pages must be completed before coming to *JA BizTown* and must be brought with you on the day of your on-site visit. There are also several tasks to be completed in preparation for your visit. **Please use the checklist below to assure that all paperwork and tasks are completed and checked for accuracy.**

- ____ Business Cost Sheet
- ____ Loan Application
- ____ Radio Ad
- ____ Philanthropy Pledge Sheet
- ____ Employee Checkbooks*
- ____ Employee Name Tags (optional)

**Checkbooks are not used by every school. Check with your teacher and include the completed checkbooks in your BizPrep envelope, if instructed.*

Your signature at the bottom of this page indicates that your business team is ready for business. Thank you for handling this responsibility!

We look forward to seeing you soon,



Lena Yarian
President, JA of Northern Indiana

Our business has prepared each of the above items:

CEO'S Signature

City Hall BizPrep

Business Cost Sheet

SALARIES

Student Name (First and Last Name)	Account #	Break	Salary	Periods	Total Salary
Mayor (CEO) _____	<u>132</u>	Yellow	\$9.00	X 2 = _____	
CFO _____	<u>133</u>	Red	\$8.50	X 2 = _____	
Ad Executive 1 _____	<u>134</u>	Yellow	\$8.00	X 2 = _____	
Ad Executive 2 _____	<u>135</u>	Green	\$8.00	X 2 = _____	
Attorney _____	<u>136</u>	Red	\$8.00	X 2 = _____	
DJ 1 _____	<u>137</u>	Green	\$8.00	X 2 = _____	
DJ 2 _____	<u>138</u>	Yellow	\$8.00	X 2 = _____	
Election Officer 1 _____	<u>139</u>	Yellow	\$8.00	X 2 = _____	
Election Officer 2 _____	<u>140</u>	Red	\$8.00	X 2 = _____	
IRS Agent 1 _____	<u>141</u>	Green	\$8.00	X 2 = _____	
IRS Agent 2 _____	<u>142</u>	Yellow	\$8.00	X 2 = _____	

NOTE: IF using checkbooks, the above assigned account number MUST be the same account number written on the front of each citizen checkbook.

Section A: Total Salaries \$ _____

OPERATING COSTS

Commercial Leasing	(\$4 to Realty Office)	\$4.00
Healthcare	(\$5 to Healthcare)	\$5.00
Philanthropy	(\$2 to Community Foundation)	\$2.00
Professional Services	(\$8 to Professional Office)	\$8.00
	- Insurance, Accounting Services	
RV	(\$6 to RV Manufacturing)	\$6.00
Supplies	(\$7 to Supply Center)	\$7.00
	- First Supply Order \$5, Supply Reorders up to \$2	
Utilities	(\$5 to Utility Company)	\$5.00

Section B: Total Operating Costs \$ _____

TOTAL BUSINESS COSTS:
(Salaries plus Operating Costs)

\$ **A + B**

City Hall BizPrep

Loan Application

BUSINESS INFORMATION

Business name: _____

Do you provide a good or a service? _____

Use the information on the **Business Cost Sheet** to complete this application.

EMPLOYEE INFORMATION

Number of employees: _____

Total of All Salaries: \$ _____ Line 1

Transfer from Business Cost Sheet: Section A

OPERATING COSTS INFORMATION

Total Operating Costs: \$ _____ Line 2

Transfer from Business Cost Sheet: Section B

TOTAL BUSINESS COSTS

Total Business Costs: \$ _____ Line 3
Line 1 + Line 2

TOTAL INTEREST AMOUNT
 (Multiply 5% times the **Total Business Costs**)

\$ _____ Line 4
Line 3 x .05

TOTAL AMOUNT DUE
 (Total Business Cost + Total Interest Amount)

\$ _____ Line 5
Line 3 + Line 4

As a representative of the above named business, I agree to repay the Total Amount Due, which includes both the loan amount requested plus interest. I certify that the above information is correct to the best of my knowledge.

_____ (CEO's Signature)

TO BE SIGNED BY BANK CEO AT JA BIZTOWN

Circle One: Approved Denied _____
(Bank CEO's Signature)

City Hall BizPrep

Radio Advertisement

Create a 30-second radio commercial for your business. On the day of the visit, the City Hall Broadcast staff will collect this advertisement from your business so that it can be read on air by the DJ.

Time: 30 seconds (approximately 110 words)

Note: You may not know what products/services you are providing until you arrive at *JA BizTown*. Take this opportunity to advertise the quality characteristics of your business. Let people know what a great staff/business you will be running so they know why they should visit your business.

BROADCAST DJ:

_____ Read On Air

City Hall BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community a better place. Citizens can help by donating their time (volunteering), talent (skills), and treasure (money) to charitable organizations.

JA BizTown citizens have the opportunity to give back as individuals and as a business group to a worthy JA BizTown non-profit organization. On the day of the visit, the Community Foundation Development Director will collect this pledge sheet and invoice your business for \$2.00 in financial support.

PHILANTHROPY PLEDGE

(Business Name)

***My employees are aware of the mission of
non-profit organizations and their role in the community.
Our business pledges \$2.00 to support a non-profit organization.***

CEO's Signature: _____

Employees' Signatures: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

City Hall BizPrep

Business Overview

The center of government and social services. It is responsible for collecting taxes, handling town legal matters, operating radio station, holding a town election, and assisting citizens in all matters.

<p style="text-align: center;">MAYOR (CEO)</p> <ol style="list-style-type: none"> 1. Submits loan application. 2. Signs all business payroll checks. 3. Oversees business operations and makes business decisions. 4. Opens Utility Account. 5. Signs Insurance Policy and Rental Agreement. 6. Completes the Business Improvement Plan. 7. Prepares and gives speech at the Opening and Closing Town Meetings. 8. Prepares and delivers Certificate of Appreciation to all volunteers. 9. Interviews citizens, teachers, and volunteers for award nominations. 10. Prepares certificates for various awards. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Makes business loan payments and tracks loan payoff progress.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Prepares and sends advertising invoices. 2. Collects Radio advertisements and delivers to the DJ to read on the air. 3. Sets up Point of Sale system. 4. Greets customers, assists them with song requests and retail purchases, and processes payments. 5. Solicits song requests from JA Staff. 	<p style="text-align: center;">ATTORNEY</p> <ol style="list-style-type: none"> 1. Reviews and signs legal documents (i.e. loan agreements, rental agreements, bank charter, non-profit charter). 2. Investigates criminal case(s) and prepares case results and recommendations. 3. Prepares and gives speech at the Closing Town Meeting, if time permits.
<p style="text-align: center;">DJ</p> <ol style="list-style-type: none"> 1. Selects music for airtime. 2. Completes scheduling of on-air play list, news and sports reports, ads, weather, announcements, etc. to avoid "dead air". 3. Clearly reads ads, announcements, and song requests with enthusiasm and energy. 4. Assists Ad Executive with greeting customers, taking song requests, and processing payments, when necessary. 	<p style="text-align: center;">ELECTION OFFICER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Welcomes and greets visitors to City Hall. 3. Prepares voting system. 4. Registers citizens for voting. 5. Creates election marketing. 6. Prepares end of day voting results report. 7. Assists others as needed.
<p style="text-align: center;">IRS AGENT</p> <ol style="list-style-type: none"> 1. Completes <i>JA BizTown</i> census to record official population. 2. Signs the 501(c)3 form for the Non-Profit Agent. 3. Collects personal income taxes from citizens. 4. Prepares and sends property and payroll tax invoices. 	