

Bank 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
- ____ Radio Ad
- ____ Philanthropy Pledge Sheet
- ____ Employee Checkbooks* (optional)
- ____ 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.*

Note: The Bank does not complete a Loan Application.

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

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Business Cost Sheet

SALARIES

Student Name (First and Last Name)	Account #	Break	Salary	Periods	Total Salary
CEO _____	<u>101</u>	Yellow	\$9.00	X 2 = _____	
CFO _____	<u>102</u>	Red	\$8.50	X 2 = _____	
File Clerk 1 _____	<u>103</u>	Green	\$8.00	X 2 = _____	
File Clerk 2 _____	<u>104</u>	Red	\$8.00	X 2 = _____	
Personal Banker 1 _____	<u>105</u>	Yellow	\$8.00	X 2 = _____	
Personal Banker 2 _____	<u>106</u>	Red	\$8.00	X 2 = _____	
Security Officer 1 _____	<u>107</u>	Yellow	\$8.00	X 2 = _____	
Security Officer 2 _____	<u>108</u>	Green	\$8.00	X 2 = _____	
Teller 1 _____	<u>109</u>	Red	\$8.00	X 2 = _____	
Teller 2 _____	<u>110</u>	Yellow	\$8.00	X 2 = _____	
Teller 3 _____	<u>111</u>	Green	\$8.00	X 2 = _____	
Teller 4 _____	<u>112</u>	Green	\$8.00	X 2 = _____	
Teller 5 _____	<u>113</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	
Radio Advertising	(\$4 to City Hall)	\$4.00
RV	(\$6 to RV Manufacturing)	\$6.00
Supplies	(\$7 to Supply Center)	\$7.00
	- First Supply Order \$5, Supply Reorders up to \$2	
Taxes	(\$5 to City Hall)	\$5.00
	- Personnel Taxes, Property Taxes	
Utilities	(\$5 to Utility Company)	\$5.00

Section B: Total Operating Costs \$ _____

TOTAL BUSINESS COSTS:
(Salaries plus Operating Costs)

\$ **A + B**

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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: _____

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

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Business Overview

Leading financial institution in the town provides business loans and personal checking and savings services for clients.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Prepares the Bank Charter. 2. Processes Business Loan Applications. 3. Oversees business operations and makes business decisions. 4. Opens Utility Account. 5. Distributes business supplies. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Business Improvement Plan. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Inputs employee payroll information. 3. Processes business payroll. 4. Prepares direct deposit enrollment paperwork. 5. Makes business expense payments.
<p style="text-align: center;">FILE CLERK</p> <ol style="list-style-type: none"> 1. Prepares teller cash drawers and completes associated paperwork. 2. Ensures Tellers have consistent supply of cash for client withdrawals. 3. Files client and business banking paperwork. 4. Fills in for Personal Banker, if necessary. 	<p style="text-align: center;">PERSONAL BANKER</p> <ol style="list-style-type: none"> 1. Fills out banking certificates. 2. Accepts business loan applications for processing by the Bank CEO. 3. Delivers business deposit bags. 4. Assists clients as they open a personal savings account. 5. Accepts and approves business deposits.
<p style="text-align: center;">SECURITY OFFICER</p> <ol style="list-style-type: none"> 1. Provides Bank security. 2. Reviews laws to be enforced at <i>JA BizTown</i>. 3. Issues tickets to citizens in violation of laws. 4. Manages the collection of fines. 5. Investigates theft case. 	<p style="text-align: center;">TELLER</p> <ol style="list-style-type: none"> 1. Greets customers as they visit the bank. 2. Accepts client's checking deposits and hands appropriate cash back. 3. Records customer's banking transactions in computer system. 4. Accepts business direct deposit paperwork. 5. Maintains a balanced cash drawer.