

# Utility Company 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

# Utility Company BizPrep

## Business Cost Sheet

### SALARIES

Student Name (First and Last Name)	Account #	Break	Salary	Periods	Total Salary
CEO _____	<u>234</u>	Yellow	\$9.00	X 2 = _____	
CFO _____	<u>235</u>	Red	\$8.50	X 2 = _____	
Customer Service Rep 1 _____	<u>236</u>	Yellow	\$8.00	X 2 = _____	
Customer Service Rep 2 _____	<u>237</u>	Red	\$8.00	X 2 = _____	
Energy Advisor _____	<u>238</u>	Green	\$8.00	X 2 = _____	
Safety Specialist 1 _____	<u>239</u>	Green	\$8.00	X 2 = _____	
Safety Specialist 2 _____	<u>240</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

Boat	(\$6 to Boat Dealership)	\$6.00
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
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	

**Section B: Total Operating Costs \$ \_\_\_\_\_**

**TOTAL BUSINESS COSTS:**  
(Salaries plus Operating Costs)

**\$ A + B**

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## 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)

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## 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)

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**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

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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: \_\_\_\_\_

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

# Utility Company BizPrep

## Business Overview

Provides electric power to run *JA BizTown*. Energy conservation and safety are also a focus for this business.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Signs Insurance Policy and Rental Agreement.</li> <li>5. Completes the Business Improvement Plan.</li> <li>6. Prepares and gives speech at the Opening and Closing Town Meetings, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Places supply order.</li> <li>2. Submits online request for business loan.</li> <li>3. Inputs employee payroll information.</li> <li>4. Processes business payroll.</li> <li>5. Prepares direct deposit enrollment paperwork.</li> <li>6. Completes Loan Promissory Note.</li> <li>7. Makes business expense payments.</li> <li>8. Makes business loan payments and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>CUSTOMER SERVICE REPRESENTATIVE</b></p> <ol style="list-style-type: none"> <li>1. Delivers and processes utility applications.</li> <li>2. Calculates electricity usage for billing purposes.</li> <li>3. Prepares and sends utility invoices.</li> <li>4. Sets up Point of Sale system.</li> <li>5. Prepares retail sales area with product display.</li> <li>6. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>7. Takes precautions to avoid inventory loss.</li> <li>8. Works with CFO to reorder additional inventory, if needed.</li> <li>9. Assists others, as needed.</li> </ol>	<p style="text-align: center;"><b>ENERGY ADVISOR</b></p> <ol style="list-style-type: none"> <li>1. Performs energy audit of each business.</li> <li>2. Prepares and presents energy saver certificates.</li> <li>3. Writes a Radio PSA for how to conserve energy.</li> <li>4. Creates "How to Save Energy" flyer.</li> <li>5. Assists others, as needed.</li> </ol>
<p style="text-align: center;"><b>SAFETY SPECIALIST</b></p> <ol style="list-style-type: none"> <li>1. Assembles emergency preparedness kits and delivers to businesses.</li> <li>2. Conducts a safety audit of each business and reports areas of improvement to business CEO.</li> <li>3. Performs electricity safety survey of citizens.</li> <li>4. Assists others, as needed.</li> </ol>	