

Supply Center 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

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Business Cost Sheet

SALARIES

Student Name (First and Last Name)	Account #	Break	Salary	Periods	Total Salary
CEO _____	<u>224</u>	Yellow	\$9.00	X 2 = _____	
CFO _____	<u>225</u>	Red	\$8.50	X 2 = _____	
Continuous Improvement Mgr _____	<u>226</u>	Green	\$8.00	X 2 = _____	
Custodian 1 _____	<u>227</u>	Red	\$8.00	X 2 = _____	
Custodian 2 _____	<u>228</u>	Red	\$8.00	X 2 = _____	
Customer Success Assoc _____	<u>229</u>	Red	\$8.00	X 2 = _____	
Delivery & Logistics Assoc 1 _____	<u>230</u>	Yellow	\$8.00	X 2 = _____	
Delivery & Logistics Assoc 2 _____	<u>231</u>	Green	\$8.00	X 2 = _____	
Order Selector 1 _____	<u>232</u>	Green	\$8.00	X 2 = _____	
Order Selector 2 _____	<u>233</u>	Red	\$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
Boxes	(\$3 to Box Manufacturing)	\$3.00
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
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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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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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

The sole distributor of business materials to all *JA BizTown* businesses. It's the only wholesale business.

<p style="text-align: center;">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. Prepares and sends initial Supply invoices. 7. Completes the Business Improvement Plan. 8. Participates (or Leads) in a team LEAN challenge. 9. 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. Submits online request for business loan. 2. Inputs employee payroll information. 3. Processes business payroll. 4. Prepares direct deposit enrollment paperwork. 5. Completes Loan Promissory Note. 6. Makes business expense payments. 7. Makes business loan payments and tracks loan payoff progress.
<p style="text-align: center;">CONTINUOUS IMPROVEMENT MANAGER</p> <ol style="list-style-type: none"> 1. Performs quality audits of filled orders to verify part numbers, quantities, and product condition. 2. Inventories each JA BizTown business for necessary supplies. 3. Replenishes each business with needed office supply items. 4. Follows written procedure for unsharpened pencils. 5. Maintains an organized work environment. 6. Leads team in a LEAN challenge. 7. Assists team, as needed. 	<p style="text-align: center;">CUSTODIAN</p> <ol style="list-style-type: none"> 1. Responsible for the overall cleanliness of JA BizTown. 2. Visits each business to collect any trash or recycling throughout the day.
<p style="text-align: center;">CUSTOMER SUCCESS ASSOCIATE</p> <ol style="list-style-type: none"> 1. Double-checks all supply orders being prepared for tomorrow. 2. Works with other businesses to help with facilitate supply reorders. 3. Sends supply reorder invoices. 4. Provides excellent customer service. 5. Completes a customer satisfaction survey. 6. Participates in a team LEAN challenge. 7. Assists team, as needed. 	<p style="text-align: center;">DELIVERY & LOGISTICS ASSOCIATE</p> <ol style="list-style-type: none"> 1. Delivers initial supply orders and reorders to each <i>JA BizTown</i> business. 2. Processes and delivers friendly letters. 3. Provides excellent service. 4. Maintains an organized work environment. 5. Participates in a team LEAN challenge. 6. Assists team, as needed.
<p style="text-align: center;">ORDER SELECTOR</p> <ol style="list-style-type: none"> 1. Receives and processes customer orders and requests for products. 2. Works closely with Delivery & Logistics Associate to ensure orders are delivered in a timely fashion. 3. Maintains an organized work environment. 4. Ensures supplies are purchased by businesses only. 5. Assists Delivery & Logistics Associate when he/she is on break. 6. Stocks business supply bins for next day's business operations. 7. Follows procedures for filling supply reorders. 8. Participates in a team LEAN challenge. 	