

Professional Office 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 onsite 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
- ____ Newspaper Ad
- ____ 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>182</u>	Yellow	\$9.00	X 2 = _____	
CFO _____	<u>183</u>	Red	\$8.50	X 2 = _____	
Ad Executive 1 _____	<u>184</u>	Yellow	\$8.00	X 2 = _____	
Ad Executive 2 _____	<u>185</u>	Green	\$8.00	X 2 = _____	
CPA 1 _____	<u>186</u>	Red	\$8.00	X 2 = _____	
CPA 2 _____	<u>187</u>	Yellow	\$8.00	X 2 = _____	
DJ 1 _____	<u>188</u>	Green	\$8.00	X 2 = _____	
DJ 2 _____	<u>189</u>	Red	\$8.00	X 2 = _____	
Editor _____	<u>190</u>	Green	\$8.00	X 2 = _____	
Insurance Agent _____	<u>191</u>	Red	\$8.00	X 2 = _____	
Photographer _____	<u>192</u>	Green	\$8.00	X 2 = _____	
Rental Agent _____	<u>193</u>	Yellow	\$8.00	X 2 = _____	
TV Camera Operator/Editor _____	<u>194</u>	Yellow	\$8.00	X 2 = _____	
TV On Air Host/Reporter _____	<u>195</u>	Red	\$8.00	X 2 = _____	
TV Operations Manager _____	<u>196</u>	Green	\$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 of All Salaries \$ _____

OPERATING COSTS

Attorney Services	(\$2 to City Hall)	\$2.00
Auto Lease	(\$8 to Auto Dealership)	\$8.00
Equipment	(\$3 Aviation Manufacturing)	\$3.00
Generator	(\$3 to Manufacturing & Engineering)	\$3.00
Healthcare	(\$5 to Healthcare Center)	\$5.00
Logistics	(\$2 to Logistics Manufacturing)	\$2.00
Philanthropy	(\$2 to Utility Company)	\$2.00
Supplies	(\$7 to Supply Center)	\$7.00
Taxes	(\$5 to City Hall) - <i>Personnel Taxes, Property Taxes</i>	\$5.00
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 CREDIT UNION CEO AT JA BIZTOWN

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

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Newspaper Advertisement

Your business needs to create a business advertisement for the *JA BizTown* newspaper. On the day of the visit, the Ad Executive will collect this advertisement from your business. The newspaper editor may need to edit your ad to fit into the newspaper.

Using no more than **10-15 words**, write a descriptive advertisement for your business. Be creative!

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.

NEWSPAPER EDITOR:

Type this advertisement on
Layout Page 2.

_____ Completed

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Radio Advertisement

Create a 30-second radio commercial for your business. On the day of the visit, the Ad Executive 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.

<p>BROADCAST DJ:</p> <p>_____ Read On Air</p>
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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 Non-Profit 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: _____

Professional Office Business Overview



Offers a variety of professional services by true professionals. This business is comprised of small business owners.

<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. Prepares and sends professional services invoices. 5. Signs Insurance Policy and Rental Agreement. 6. Completes the Business Improvement Plan. 7. 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. Obtains bank loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Makes business expense payments. 5. Makes business deposits and tracks loan payoff progress.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Prepares and sends advertising invoices. 3. Collects Radio Ads and delivers to the DJ to read on the air. 4. Sets up Point of Sale system. 5. Greets customers, assists with song requests, and processes payments. 6. Solicits song requests from JA Staff. 	<p style="text-align: center;">CPA</p> <ol style="list-style-type: none"> 1. Discusses Inventory Loss Prevention with retail shops. 2. Audits business financial records. 3. Educates CFO on loan payoff tracking. 4. Visits the Supply Center to verify inventory accuracy.
<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, ads, and PSAs to avoid "dead air". 3. Clearly reads ads and song requests with enthusiasm and energy. 4. Assists Ad Executive with greeting customers, taking song requests, and processing payments, when needed. 	<p style="text-align: center;">EDITOR</p> <ol style="list-style-type: none"> 1. Oversees the layout of the advertisements, articles, and photographs for the newspaper. 2. Proofreads all submitted articles and advertisements. 3. Prepares newspapers for sale. 4. Assists with selling the newspaper.
<p style="text-align: center;">INSURANCE AGENT</p> <ol style="list-style-type: none"> 1. Completes Insurance Agent Licensing Exam. 2. Prepares and sends Insurance invoices. 3. Issues Insurance Policies to each <i>JA BizTown</i> business to cover property damage and liability. 4. Processes business insurance claim form and payment. 	<p style="text-align: center;">PHOTOGRAPHER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Takes photographs of <i>JA BizTown</i> officials, citizens, etc. at town events for the newspaper. 3. Visits each business and photographs employees. Acts as paparazzi to gather fun photos of the <i>JA BizTown</i> visit.
<p style="text-align: center;">RENTAL AGENT</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Completes rental agreement for each <i>JA BizTown</i> business. 3. Collects and stores the "For Rent" signs. Fills in for Investment Advisor, if necessary. 	<p style="text-align: center;">TV Camera Operator/Editor</p> <ol style="list-style-type: none"> 1. Films news, interviews and ads. 2. Directs production of videos. 3. Edits videos for production. 4. Assists the TV Team as needed.
<p style="text-align: center;">TV Host Anchor/Reporter</p> <ol style="list-style-type: none"> 1. Prepares the studio set for filming. 2. Hosts news, interviews, ads. 3. Assists TV Camera Operator & Editor with video production. 4. Prepares and gives speech at the Closing Town Meeting, if time allows. 5. Assists the TV Team as needed. 	<p style="text-align: center;">TV Operations Manager</p> <ol style="list-style-type: none"> 1. Sells ads to businesses. 2. Escorts clients to studio set. 3. Assists in video production as needed. 4. Edits videos for productions as needed. 5. Assists the TV Team as needed. 6. Creates Video PSAs as time allows.