

Credit Union 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

____ 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.*

Note: The Credit Union 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>130</u>	Yellow	\$9.00	X 2 =	_____
CFO _____	<u>131</u>	Red	\$8.50	X 2 =	_____
File Clerk 1 _____	<u>132</u>	Green	\$8.00	X 2 =	_____
File Clerk 2 _____	<u>133</u>	Yellow	\$8.00	X 2 =	_____
Member Consultant 1 _____	<u>134</u>	Red	\$8.00	X 2 =	_____
Member Consultant 2 _____	<u>135</u>	Yellow	\$8.00	X 2 =	_____
Member Consultant 3 _____	<u>136</u>	Green	\$8.00	X 2 =	_____
Member Consultant 4 _____	<u>137</u>	Green	\$8.00	X 2 =	_____
Member Consultant 5 _____	<u>138</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 of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$8 to Professional Office)	\$8.00
Attorney Services	(\$2 to City Hall)	\$2.00
Auto Lease	(\$8 to Auto Dealership)	\$8.00
CPA Services	(\$2 to Professional Office)	\$2.00
Equipment	(\$3 Aerospace Manufacturing)	\$3.00
Generator	(\$3 to Manufacturing & Engineering)	\$3.00
Healthcare	(\$5 to Healthcare Center)	\$5.00
Insurance	(\$2 to Professional Office)	\$2.00
Logistics	(\$2 to Logistics Manufacturing)	\$2.00
Philanthropy	(\$2 to Utility Company)	\$2.00
Rent	(\$3 to Professional Office)	\$3.00
Supplies	(\$5 to Supply Center)	\$5.00
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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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 1.

_____ Completed

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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: _____

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Business Overview



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

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Prepares the Credit Union Charter. 2. Processes Business Loan Applications. 3. Signs all business payroll checks. 4. Oversees business operations and makes business decisions. 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, 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. 6. Processes and approves all business customer's deposits.
<p style="text-align: center;">FILE CLERK</p> <ol style="list-style-type: none"> 1. Prepares teller cash drawers and completes associated paperwork. 2. Distributes the supplies received from the Supply Center. 3. Ensures tellers have consistent supply of cash for citizen withdrawals. 4. Files citizen banking paperwork. 	<p style="text-align: center;">MEMBER CONSULTANT</p> <ol style="list-style-type: none"> 1. Delivers business deposit bags. 2. Greets customers as they visit the credit union. 3. Accepts business loan applications for processing by Bank CEO. 4. Accepts citizen's checking deposits and hands appropriate cash back. 5. Records customer's banking transactions in computer system. 6. Encourages citizens to open a personal savings account. 7. Balances cash drawers. 9. Accepts business deposits for approval by Bank CFO.