

# Manufacturing & Engineering 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

# Manufacturing & Engineering BizPrep

## Business Cost Sheet

### SALARIES

Student Name (First and Last Name)	Account #	Break	Salary	Periods	Total Salary
CEO _____	<u>173</u>	Yellow	\$9.00	X 2 =	_____
CFO _____	<u>174</u>	Red	\$8.50	X 2 =	_____
Engineer 1 _____	<u>175</u>	Yellow	\$8.00	X 2 =	_____
Engineer 2 _____	<u>176</u>	Green	\$8.00	X 2 =	_____
Generator Sales Manager 1 _____	<u>177</u>	Red	\$8.00	X 2 =	_____
Generator Sales Manager 2 _____	<u>178</u>	Yellow	\$8.00	X 2 =	_____
Supply Chain Manager 1 _____	<u>179</u>	Green	\$8.00	X 2 =	_____
Supply Chain Manager 2 _____	<u>180</u>	Red	\$8.00	X 2 =	_____
Supply Chain Manager 3 _____	<u>181</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 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
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**

# Manufacturing & Engineering BizPrep 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)

# Manufacturing & Engineering BizPrep

## 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!

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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.

**NEWSPAPER EDITOR:**

Type this advertisement on  
Layout Page 1.

\_\_\_\_\_ Completed



# Manufacturing & Engineering BizPrep

## 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Manufacturing & Engineering BizPrep

## Business Overview



Assembles and installs generators and operates a retail storefront.

<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 and expense checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Works with employees to determine pricing of products.</li> <li>5. Signs Insurance Policy and Rental Agreement.</li> <li>6. Completes the Business Improvement Plan.</li> <li>7. Works with Supply Chain Manager to reorder additional inventory, if needed.</li> <li>8. Prepares and gives speech at the Opening Town Meeting.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Makes business expense payments.</li> <li>5. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>ENGINEER</b></p> <ol style="list-style-type: none"> <li>1. Reads and reviews instructions for production assembly.</li> <li>2. Assembles wire harnesses.</li> <li>3. Delivers and installs wire harnesses into business generators.</li> <li>4. Obtains approval of work completed and returns signed work orders to Generator Sales Manager.</li> </ol>	<p style="text-align: center;"><b>GENERATOR SALES MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Uses provided marketing tools to sell generators to businesses.</li> <li>2. Prepares and delivers work orders for Engineers to build generators.</li> <li>3. Prepares generator invoices.</li> <li>4. Assists the Supply Chain Manager with retail sales, as needed.</li> </ol>
<p style="text-align: center;"><b>SUPPLY CHAIN MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Distributes supplies from Supply Center.</li> <li>2. Works with CEO to determine retail product prices.</li> <li>3. Prepares retail sales area with product display.</li> <li>4. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>5. Works with CEO to reorder additional inventory, if needed.</li> </ol>	