

Auto Dealership 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/ General Manager _____	<u>110</u>	Yellow	\$9.00	X 2 =	_____
CFO/ Finance Manager _____	<u>111</u>	Red	\$8.50	X 2 =	_____
Product Specialist 1 _____	<u>112</u>	Red	\$8.00	X 2 =	_____
Product Specialist 2 _____	<u>113</u>	Green	\$8.00	X 2 =	_____
Sales Team Leader _____	<u>114</u>	Green	\$8.00	X 2 =	_____
Service Advisor 1 _____	<u>115</u>	Yellow	\$8.00	X 2 =	_____
Service Advisor 2 _____	<u>116</u>	Green	\$8.00	X 2 =	_____
Service Technician 1 _____	<u>117</u>	Red	\$8.00	X 2 =	_____
Service Technician 2 _____	<u>118</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
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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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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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



Local auto dealership provides auto leases and loans to *JA BizTown* businesses and vehicle repair services to citizens.

<p style="text-align: center;">CEO/ GENERAL MANAGER</p> <ol style="list-style-type: none"> 1. Submits loan application. 2. Processes Business Loan Applications. 3. Signs all business payroll checks. 4. Oversees business operations and ensures excellent customer service across the dealership sales and service departments. 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. 8. Responsible for setting store's culture standards. 	<p style="text-align: center;">CFO/ FINANCE MANAGER</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. Approves all financial paperwork before completed by customers.
<p style="text-align: center;">PRODUCT SPECIALIST</p> <ol style="list-style-type: none"> 1. Uses provided online sales tool to help customers build their vehicles. 2. Works closely with Sales Team Leader to provide customer with best vehicle to fit customer's needs and budget. 3. Prepares sales paperwork with customer and forwards to Finance Manager for review. 4. Ensure every customer has extraordinary experience throughout the sales process. 	<p style="text-align: center;">SALES TEAM LEADER</p> <ol style="list-style-type: none"> 1. Completes all Corporate Lease Agreement paperwork with CEOs. 2. Oversees and assist Product Specialist with collection of customer lease paperwork before forwarding to Finance Manager. 3. Completes financial paperwork with customer once approved. 4. Collects customer testimonials for General Manager's Business Improvement Plan.
<p style="text-align: center;">SERVICE ADVISOR</p> <ol style="list-style-type: none"> 1. Greets customers as they arrive for vehicle maintenance services. 2. Makes maintenance and repair recommendations to customers. 3. Collects payment for any/all service work. 4. Creates marketing flyer for services available. 5. Collects customer testimonials for General Manager's Business Improvement Plan. 	<p style="text-align: center;">SERVICE TECHNICIAN</p> <ol style="list-style-type: none"> 1. Becomes mechanical expert for all service procedures available. 2. Instructs citizens on how to use service tools to preform needed services. 3. Educates customers on best practices for ongoing maintenance and care of their vehicles. 4. Maintains a clean work environment. 5. Ensure every customer has extraordinary experience throughout the service process.