

# City Hall 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)

*\*Completed checkbooks should be placed in the BizPrep envelope with the other paperwork.*

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

# City Hall BizPrep

## Business Cost Sheet

### SALARIES

Student Name (First and Last Name)	Account #	Break	Salary	Periods	Total Salary
Mayor (CEO) _____	137	Yellow	\$9.00	X 2 = _____	
CFO _____	138	Red	\$8.50	X 2 = _____	
City Council Member _____	139	Yellow	\$8.00	X 2 = _____	
Economic Development Director _____	140	Green	\$8.00	X 2 = _____	
Election Officer 1 _____	141	Yellow	\$8.00	X 2 = _____	
Election Officer 2 _____	142	Red	\$8.00	X 2 = _____	
IRS Agent 1 _____	143	Red	\$8.00	X 2 = _____	
IRS Agent 2 _____	144	Green	\$8.00	X 2 = _____	
Mail Carrier 1 _____	145	Green	\$8.00	X 2 = _____	
Mail Carrier 2 _____	146	Red	\$8.00	X 2 = _____	

NOTE: The above assigned account number MUST be the same account number written on the front of the citizen checkbook.

**Section A: Total Salaries \$ \_\_\_\_\_**

### OPERATING COSTS

Advertising	(\$6 to Newspaper, \$6 to Broadcast)	\$12.00
Healthcare	(\$5 to Healthcare)	\$5.00
Leadership Development	(\$3 to Leaders Institute)	\$3.00
Professional Services	(\$12 to Professional Office)	\$12.00
	- Building Lease, Insurance, Accounting, Commercial Auto Lease	
Philanthropy	(\$2 to Science & Industry)	\$2.00
Staff Enrichment	(\$4 to Sports Marketing, Entertainment, <u>or</u> Retail)	\$4.00
Supplies	(\$7 to Supply Center)	\$7.00
	- First Supply Order \$5, Supply Reorders up to \$2	
Utilities	(\$5 to Utility Company)	\$5.00

**Section B: Total Operating Costs \$ \_\_\_\_\_**

**TOTAL BUSINESS COSTS:**  
(Salaries plus Operating Costs)

\$ **A + B**

# City Hall 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 BANK CEO AT JA BIZTOWN

Circle One:    Approved       Denied

\_\_\_\_\_  
(Bank CEO's Signature)

## City Hall BizPrep

### Newspaper Advertisement

Your business needs to create a business advertisement for the *JA BizTown* newspaper. On the day of the visit, the newspaper staff 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 4.

\_\_\_\_\_ Completed

## City Hall BizPrep

### Radio Advertisement

Create a 30-second radio commercial for your business. On the day of the visit, the Broadcast staff will collect this advertisement from your business so that it can be read on air by the DJ.

Time: 30 seconds (approximately 110 words)

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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.

**BROADCAST DJ:**

\_\_\_\_\_ Read On Air

# City Hall 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: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# City Hall BizPrep

## Business Overview

The center of government and social services. It is responsible for collecting taxes, operating a postal center and election site, and assisting citizens in all matters.

<p><b>MAYOR (CEO)</b></p> <ol style="list-style-type: none"> <li>1. Submits Loan Application to bank.</li> <li>2. Oversees business operations and makes business decisions.</li> <li>3. Opens Utility account.</li> <li>4. Signs Insurance Policy and Lease Agreement.</li> <li>5. Completes the Investment Application.</li> <li>6. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> <li>7. Signs and delivers Certificate of Appreciation to all volunteers.</li> <li>8. Interviews citizens, teachers, and volunteers for award nominations.</li> <li>9. Prepares certificates for various awards.</li> </ol>	<p><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Places supply order.</li> <li>2. Submits online request for business loan.</li> <li>3. Inputs employee payroll information.</li> <li>4. Processes business payroll.</li> <li>5. Prepares direct deposit enrollment paperwork.</li> <li>6. Completes Loan Promissory Note.</li> <li>7. Makes business expense payments.</li> <li>8. Submits business deposits.</li> <li>9. Makes business loan payments and tracks loan payoff progress.</li> </ol>
<p><b>CITY COUNCIL MEMBER</b></p> <ol style="list-style-type: none"> <li>1. Proposes new law(s) for <i>JA BizTown</i></li> <li>2. Meets with business leaders to gather feedback on proposed law.</li> <li>3. Writes a Radio PSA to inform citizens about proposed law.</li> <li>4. Collects citizen signatures in support of new law.</li> <li>5. Assists others in City Hall, as needed.</li> </ol>	<p><b>ECONOMIC DEVELOPMENT DIRECTOR</b></p> <ol style="list-style-type: none"> <li>1. Meets with CEOs and other business leaders for input on new <i>JA BizTown</i> building project.</li> <li>2. Consults with Construction during building process.</li> <li>3. Meets with CEOs about expanding their business operations.</li> <li>4. Seeks input on projects to improve the <i>JA BizTown</i> community.</li> <li>5. Signs permits and other forms presented to City Hall</li> </ol>
<p><b>ELECTION OFFICER</b></p> <ol style="list-style-type: none"> <li>1. Chooses questions for ballot.</li> <li>2. Sets up voting kiosk.</li> <li>3. Writes a Radio PSA for voting.</li> <li>4. Creates Voting flyers.</li> <li>5. Visits other businesses to get citizen votes</li> </ol>	<p><b>IRS AGENT</b></p> <ol style="list-style-type: none"> <li>1. Completes <i>JA BizTown</i> census to record official population.</li> <li>2. Prepares and sends tax invoices.</li> <li>3. Processes personal income tax for each citizen.</li> <li>4. Approves the Non-Profit Director's request for Non-Profit status.</li> </ol>
<p><b>MAIL CARRIER</b></p> <ol style="list-style-type: none"> <li>1. Distributes supply bins to businesses during Business Preparation.</li> <li>2. Collects friendly letters from the central mailbox.</li> <li>3. Sorts, tallies, and stamps friendly letters.</li> <li>4. Delivers processed mail to businesses.</li> <li>5. Delivers packages to businesses as needed.</li> </ol>	