



## Volunteer Manual Construction Company

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### Helpful Hints

Thank you for volunteering to assist the students at *JA BizTown*. The job you have today is very important. Please read and use the helpful hints listed below as you work with this business. If you have any questions or concerns, please ask a *JA BizTown* staff member.

1. Before the Pledge of Allegiance, the Project Engineer will go to the Distribution & Delivery Center with the \$5.00 check to purchase supplies.
2. After entering the Loan Amount from the **Business Costs Sheet**, the CFO should print a \$5.00 check to the Distribution & Delivery Center for Supplies, then enter the employee information and print payroll checks for Pay Period 1 and Pay Period 2 before the Opening Town Meeting.
3. Other checks to pay bills should be printed **only** after the CFO receives an invoice and the payment should be checked off the **Accounts Payable Checklist**. All payments will be mailed using the self addressed envelope which will be provided with the invoice. The envelopes will then be placed in the Brown box in town square.
4. The Construction Company will borrow money from the Bank. The CEO will take the **Loan Application** and **Promissory Note** to the Bank after the Pledge of Allegiance.
5. When the CFO takes a business deposit to the Bank, the deposit will consist of a business deposit ticket stapled to the multiple checks making up the total deposit.
6. **Safety first!** Instruct employees to follow all equipment directions carefully and ask for assistance from the JA BizTown staff, if anything is unclear or not working. **DO NOT TRY TO FIX IT YOURSELF!**
7. The Construction Company will be completing a Door and Window Replacement project, constructing a park bench and finally if time permits, producing additional items for JA BizTown's inventory of supplies. Read the construction directions prior to student arrival, if possible, so that you will understand the production procedures and can answer student questions.
8. The Project Engineer will have many tasks to complete. He/She will be supervising the worksite, assuring quality production and collecting payments. Read their simulation directions carefully.



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9. During the Business Start Up time, review the Proposal and Estimate forms with the Project Designer to make sure they understand the information that they will need to gather and how to do the calculations.
10. The Project Designer will meet with the Construction CEO and do a sample proposal and estimate for practice before starting their job **after** the Opening Town Meeting.
11. After the Opening Town Meeting, the Project Designer will use their Client List (on the clip board) and begin meeting with CEO's to discuss their remodeling options. If they do not have time to meet with all the CEO's that is OK!
12. Assist the Construction Managers to understand production directions so that a quality product can be produced.
13. At the end of the day, be certain that all student Simulation Folders and Volunteer Manuals remain in the business.



## **Facilitator Directions**

### **START-UP TIME**

(45 minutes)

Start-Up Time lasts a total of 45 minutes. This Start-Up time involves:

- **First 10-15 minutes is uninterrupted time for Staff Meeting #1.** This meeting allows time for the discussion listed below and time for students to read their own Job Simulation Folders.
- At the conclusion of this uninterrupted time, the Pledge of Allegiance signals that those students whose jobs take them out into *JA BizTown* may begin to perform their tasks. (Note: the only student who will be allowed to leave the business before the Pledge of Allegiance is the Project Engineer. This person will go to the Distribution & Delivery Center with a \$5.00 check from the CFO to purchase supplies.)
- All employees remain in their business to continue with Start-Up tasks unless their job requires them to leave.
- At the conclusion of the 45 minutes, a *JA BizTown* staff member will request all employees to sit in front of their business for the Opening Town Meeting.

### **Staff Meeting #1**

Gather your employees around you. Spend about 10 minutes to complete the following:

#### **Introduce yourself and meet the business employees.**

Ask the CEO to hand out each employee's name tag and personal checkbook, which are located in the white BizPrep Envelope they brought from school.

Ask students to introduce themselves and state their job title. Using the **Break Schedule Chart** on the shop bulletin board, give each employee the correct colored dot (red, yellow or green) to place on their name tag.

#### **Assist students to prepare their checkbooks for the first trip to the Bank:**

Ask students to open their checkbooks. Review their deposit ticket, \$1.50 check payable to the Bank for their savings account, and the entries written in the check register. There is no money in their account until they actually deposit the check.



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The first deposit ticket should show their net pay (see chart below) and \$2.00 cash back. The amount of the net deposit (net pay minus \$2.00 cash back) should be written on the first line of their check register.

**Use this chart to confirm each employee's net pay.**

<b>Job Title</b>	<b>Gross Pay</b>	<b>Net Pay</b>
CEO	\$9.00	\$8.82
CFO	\$8.50	\$8.33
Project Designer	\$8.25	\$8.08
Project Engineer, Construction Manager	\$8.00	\$7.84

If these steps have not been completed at school, help the student complete these tasks now. (Refer to the "Check It Out" Poster on the bulletin board.)

Advise employees that they will receive a **Debit Card** from the Bank this morning. When they receive the card they should complete the back and put it with their checkbook. When it is time for their break, they will need to deposit their paycheck and receive their cash back before going to lunch.

Ask the employees to get their yellow **Job Simulation Folder** from the wall pocket and begin reading the information to become familiar with their job responsibilities.

Have the CFO begin working as soon as possible. Check with the CFO to be sure he/she has printed a \$5.00 check for business supplies and has begun entering the employee names and payroll information into the computer. Payroll checks for Pay Period #1 and Pay Period #2 should be printed and signed before the Opening Town Meeting.

All employees should begin working, but remind them that they may not leave the business until after the Pledge of Allegiance.

### Opening Town Meeting

*JA BizTown* staff will instruct students to sit in front of their business for this meeting. Please remind students to be seated quickly and quietly.

### Break Rotation #1

Students are divided into three groups and will rotate to take breaks. While one group is at break, the other two groups are to continue working. Remind students to check in with their boss (the CEO) before leaving for break or work-related duties. Also, remind



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students going to break that they must go to the Bank to deposit their paychecks, open their savings accounts and eat lunch, before doing other activities.

### **Staff Meeting # 2**

(10 minutes at the conclusion of Break Rotation #1)

Have the students meet with you in a group and **bring their checkbooks and pencils**. Please use the entire 10 minutes and these pointers to assure that you complete all necessary tasks.

#### **Prepare for the second and final break:**

Ask students to open their checkbooks and complete a new deposit ticket. (Be sure each student has not asked for more than \$2.00 in cash. Be sure students enter the net deposit, which is the bottom number on the deposit ticket, in their checkbook register. Have them add to get a new balance. Refer to the “Check It Out” Poster on the bulletin board.)

Check each employee’s check register to make sure he/she has opened their savings account. Any checks he/she wrote while on break should also be entered and subtracted from their balance.

Remind employees that this is their last chance to go shopping. Remind them to spend their money wisely...but to be sure to spend it, since they can’t take it with them. Be sure each employee knows how much money they have available.

#### **If time allows, discuss the day so far by asking the following questions:**

- ASK: *Are we courteous to all of our customers?*
- ASK: *Have we completed our storefront design projects?*
- ASK: *Have we completed our park bench project?*
- ASK: *Are we making high quality products?*
- ASK: *Is each one of us doing our job?*

### **Break Rotation #2**

Students are divided into three groups and will rotate to take breaks. While one group is at break, the other two groups are to continue working. Remind students to check in with their boss (the CEO) before leaving for break or work-related duties. Also remind



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students going to break that they must go to the Bank to deposit their paychecks before going shopping.

**Businesses are officially closed when Green Shopping Break is over.**

### **Closing Staff Meeting and Clean-Up** (20 minutes)

Have the students bring their checkbooks and pencils to again meet with you in a group. Remember, this is the final business staff meeting of the day. The time allotted for this Closing Staff Meeting and Clean-Up period is 20 minutes. All business activity is over, and it is time to reflect on the day.

#### **Reflection**

- Review with the students what they felt went well and what they believe they could have done better as a business team.
- Ask the students to share some of the things that they learned today, both as part of the business team and individually.
- Ask students to name some of the challenges they had today and what solutions they found successful.

#### **Clean-Up – Have all employees do the following:**

- Put all materials and supplies back in the original location.
- Pick-up everything on the floor.
- Check to make sure **all** student job folders and Volunteer Manuals are returned.
- **Do not** turn off the computers.
- Teachers may be interested in taking completed business paperwork back to school for follow-up, especially student checkbooks. Collect these items and place them in the Biz Prep Envelope. Give this envelope to a teacher.

#### **Money Collection**

- Collect **all** *JA BizTown* coins, dollar bills, and any other *JA BizTown* re-usable student materials from students and adults. Give them to a *JA BizTown* staff member or to a Bank employee when he/she come to collect them.

### **Closing Town Meeting**

Have students wait in their business until the announcement for the Closing Town Meeting. *JA BizTown* staff will instruct students to sit in front of their shop for this meeting. Please remind students to be seated quickly and quietly.



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### **Dismissal**

As you leave, please return the Facilitator Comment Form to the JA BizTown staff or leave it on the counter in your business.

**Thank you for your assistance today. We couldn't have managed without you!!!**



## On-Task Checklist for Volunteers

\*This check list is to help guide you throughout the day. A more detailed description of each item will be in the Citizen's **Detailed Job Instructions** (found in the yellow job folders in your business and a copy of each are in the back of this manual). Please refer to those instructions to help guide the citizens further.

### During Business Set-up:

#### **All Employees**

- Reading the information in their yellow Job Simulation Folder

#### **CEO**

- Taking out **Business Costs Sheet** and giving to the CFO
- Attending the meeting with the Project Engineer and Construction Managers to review projects
- After Pledge of Allegiance, taking **Loan Application** and **Promissory Note** to Bank CEO
- Completing the **Construction Permit Application** and taking it and the park bench blueprints to City Hall (*after the Pledge of Allegiance*)
- Signing Payroll checks when the CFO is done printing them
- Distributing **Bank Debit Cards** to each employee after the Bank Tellers deliver them

#### **CFO**

- Entering Loan Amount first in computer
- Printing \$5 Distribution & Delivery Center check
- Entering Payroll information
- Printing Payroll checks for Pay Period #1 and Pay Period #2

#### **Project Designer**

- Review the Remodeling Proposal and Bid Forms
- Become familiar with the equipment they will be using

#### **Project Engineer**

- Reviewing all equipment and knowing how to use it safely
- Calling a meeting of your Construction Managers to discuss safety and today's projects
- Working with the Construction Managers to begin their first project, the Door and Window Replacement Project, measuring the door and window (Realty) for each JA BizTown business, except the Restaurant.

#### **Construction Manager(s)**

- Taking the \$5 check to the Distribution & Delivery Center for supplies.
- Attending the meeting with the Project Engineer and CEO to review today's projects
- Reviewing all equipment and knowing how to use it safely
- Working with the Construction Managers to design new store fronts for three JA BizTown businesses



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### At some point in the day:

#### **CEO**

- Signing the **Rental Agreement** when Leasing Agent brings it
- Having the Philanthropy Pledge Sheet, Newspaper Ad, TV Ad, Web Page Ad, and Radio Ad ready when someone from that business comes to collect them

### During First Break Rotation: (Lunch)

#### **CEO**

- Supervising employees to be certain that break schedules are followed and everyone is doing his/her job
- Helping other employees in the business as needed
- Checking on the progress of the park bench/planter box project throughout the day

#### **CFO**

- Printing checks to pay bills only as bills come due. (*Bills are due when the CEO receives an invoice.*)
- Using the **CFO Accounts Payable Checklist** to keep track of which bills have been paid
- Filling-in for the CEO when he/she goes to break.

#### **Project Designer**

- Begin visiting the first CEO client on their Project Designer Client List
- Go over remodeling options with CEO and Complete Proposal
- Return to the Construction Company and work on calculations for the Bid Estimate.
- Once the Bid Estimate is completed revisit with the CEO and go over the estimate with them. (Estimates have to be under \$500 or the CEO will have to make other remodeling decisions.)

#### **Project Engineer**

- Supervising the Construction Managers on the construction job site to assure a quality project
- Assuring that safety rules are being followed

#### **Construction Manager(s)**

- Setting up a safe construction zone in Town Square
- Following the **Park Bench Plans** to build a quality bench
- Putting the “Donated By...” and school name plate on the finished park bench

### During Second Break Rotation: (shopping)

#### **CEO**

- Assuring that the Park Bench Project is completed in a timely manner
- Collecting payment from the Staff Member for inventory items produced by employees
- Helping other employees in the business as needed



## Volunteer Manual

### Construction Company

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#### CFO

- Printing checks to pay bills only as bills come due. (*Bills are due when the Treasurer receives an invoice.*)
- Using the **CFO Accounts Payable Checklist** to keep track of which bills have been paid
- Filling-in for the CEO when he/she goes to break.
- Making Business Deposits on computer and taking checks and Deposit ticket to Bank CEO (*can enter 8 deposits into the computer at a time.*)

#### Project Designer

- Continue meeting with CEO's and working on their remodeling proposals and estimates.

#### Project Engineer

- Inspecting the completed park bench/planter box to assure it meets specifications
- Asking the JA BizTown Mayor to inspect and approve the bench construction
- Collecting payment for the park bench/planter project from the JA Staff Member and giving the check to the CFO
- Assisting the Construction Managers in producing inventory items for JA BizTown

#### Construction Manager

- Completing Park Bench Project and advising the Project Engineer
- Producing inventory items for JA BizTown following the instructions provided by JA BizTown Staff Member

#### End of Day (Business Clean Up):

##### All Employees

- Helping with clean-up as needed

#### CEO

- Completing **Closing Town Meeting Speech** and practicing with the adult volunteer

#### CFO

- Making final business deposit if needed and taking it to the Bank CEO
- Printing **Business Accounting Report** and placing it in the BizPrep Envelope.

#### Adult Volunteer Facilitator(s)

- Gathering all of the paperwork and checkbooks for the day and placing them in the BizPrep Envelope to be returned to school.
- Checking to make sure students are **NOT** taking home any JA BizTown money or coins.
- Assuring that citizens take home the products they bought while on their breaks.
- Filling out Volunteer evaluation when a JA BizTown Staff Member brings one by. Return it to a Staff Member or leave it on a counter in your business.



# JA BizTown™ Jobs Construction Company Job Description

<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. Obtains City Hall approval for construction permit.</li><li>4. Signs Rental Agreement for business space.</li><li>5. Fills in for the CFO when he/she is on break.</li><li>6. Prepares and gives speech at Closing Town Meeting.</li><li>7. Assists with all business duties as needed</li></ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"><li>1. Inputs employee payroll information.</li><li>2. Prints and distributes employee payroll checks.</li><li>3. Prints and mails business expense checks.</li><li>4. Keeps all records of business expenses and payments.</li><li>5. Makes business deposits at Bank.</li><li>6. Signs business checks if CEO is not available.</li></ol>
<p style="text-align: center;"><b>PROJECT ENGINEER</b></p> <ol style="list-style-type: none"><li>1. Purchases supplies from the Distribution &amp; Delivery Center.</li><li>2. Reads and reviews all blue prints and drawings for items to be constructed.</li><li>3. Reviews Safety Rules with Construction Managers.</li><li>4. Supervises and paces work to meet production goals.</li></ol>	<p style="text-align: center;"><b>CONSTRUCTION MANAGER</b></p> <ol style="list-style-type: none"><li>1. Reads and reviews instructions for items to be produced.</li><li>2. Learns all safety rules.</li><li>3. Uses all tools and equipment properly.</li><li>4. Works closely with Project Engineer to satisfy customer requirements.</li><li>5. Produces high quality products.</li></ol>
<p style="text-align: center;"><b>PROJECT DESIGNER</b></p> <ol style="list-style-type: none"><li>1. Read and review client list.</li><li>2. Become familiar with the product samples.</li><li>3. Meet with clients to determine their interests.</li><li>4. Complete estimate for client.</li><li>5. Review the estimate with each client.</li></ol>	

# JA BizTown™

## Construction Company CEO

You are responsible for the smooth operation of this business that serves other business customers. The building project that you and your team complete today in your business has been ordered by Junior Achievement. Building quality products in a timely manner is essential to your business success. It is your job to make sure all employees are familiar with their responsibilities and focused on their tasks, and to assist your employees as needed.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone's help before it opens.
2. You should have brought your completed your **BizPrep Booklet** from school. Give the **Business Costs Sheet** to the CFO. Keep the other pages until someone from the other businesses comes to collect them.
3. Meet with the Project Engineer, Construction Manager, Project Designer and Volunteer Facilitator. Make sure everyone understands the projects that will be done today:
  - a. First, after the Pledge of Allegiance, the Project Engineer and Construction Manager will do the **Door and Window Project**. Review the Door and Window form with them. The Project Designer should review Proposal and Bid Estimate forms and materials they will be working with today.
  - b. After the Opening Town Meeting, the Project Manager and Construction Managers will begin building the Park Bench. All the materials are in the Construction Company. The Project Designer will begin meeting with CEO's to do the Remodeling Project.
  - c. When the park bench is completed, the Construction Managers will work on replenishing a JA BizTown product. A JA staff person will help you with this. The Project Engineer will work on the CAD design for the Construction Company.
  - d. Let your team know that you will be there to support them, wherever the need may be.
4. The Bank Tellers will bring **Bank Debit Cards** for each of the employees in your business. Accept these **Debit Cards**, distribute one to each employee and ask them to complete the back of the card before going to the Bank for the first paycheck deposit.
5. After the Pledge of Allegiance, take the **Loan Application** and the **Promissory Note** to the Bank CEO to apply for your business loan.
6. After supplies have been brought back from the Distribution Center, complete the **Construction Permit Application** that was delivered in your supply order and take it, along with your project blueprints to City Hall (after the Pledge of Allegiance).
7. At City Hall, meet with the Mayor and City Attorney to get your construction permit approved.

## **Construction Company CEO (continued)**

8. Sign all business checks after they have been printed by the CFO.
9. Allow the Non-Profit Director to place a container for individual contributions in your business. Give him/her your **Philanthropy Pledge Sheet**. Encourage your employees to contribute. The Non-Profit Director will return later for the container. Remember, this container is for **your** employees to use when making a contribution, if they wish to do so.
10. Sign the **Rental Agreement** when the Realty Leasing Agent brings it to your business.
11. Meet with the Energy Scientist when he/she comes to talk with you about ways your business can conserve energy.
12. The Construction Manager will let you know when each project is completed. Inspect the products for quality. Let the Project Engineer know that the products are ready for delivery.
13. Substitute for the Project Engineer when he/she is on break, if possible.
14. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and that everyone works together as a team.
15. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most.
16. Assist with business clean-up at the end of the day.



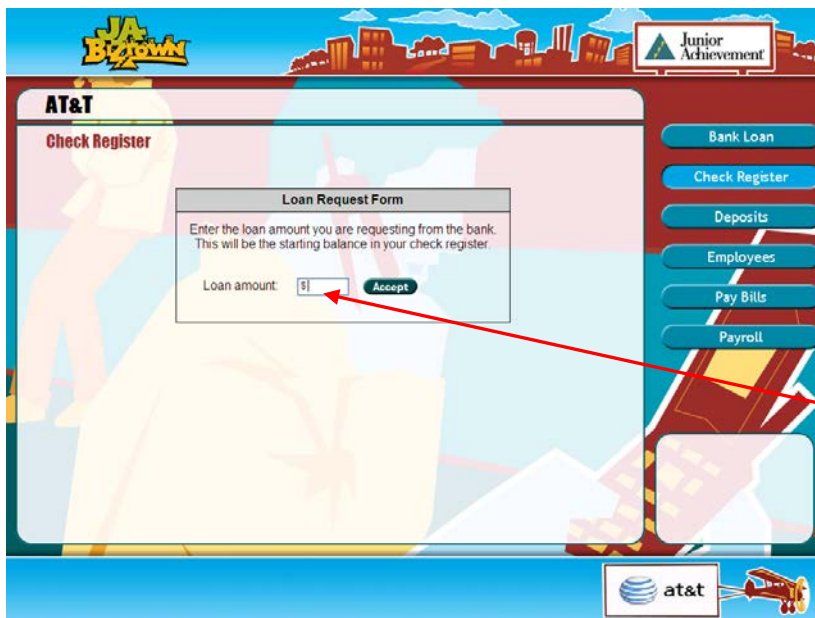
# Construction Company CFO

Using the computer at your desk, you will print payroll checks and checks to pay bills. You will also deposit business income in the Bank. The CEO will sign all checks. If the CEO is not available, you may sign them yourself.

Remain in your business until the Opening Town Meeting to help with business start-up. Your business needs everyone's help before it opens.

## 1. Submit a Loan Request

- Ask the CEO for the **Business Costs Sheet** found in the JA BizPrep envelope.
- The opening screen on your computer should look like this. If it doesn't, please find a JA staff member.



JA BizTown™ BizPrep  
AG Edwards Business Costs Sheet

Student Name	Account #	Salary	Periods	Salary
CEO		\$0.00	X 2 =	
CFO		\$8.00	X 2 =	
Financial Consultant 1		\$8.00	X 2 =	
Financial Consultant 2		\$8.00	X 2 =	
Financial Consultant 3		\$8.00	X 2 =	
Financial Consultant 4		\$8.00	X 2 =	
Total of All Salaries				\$
<b>OPERATING COSTS</b>				
Advertising	\$4 to St. Louis Post-Dispatch, \$4 to KSLR Radio, \$4 to CW11			\$12.00
Taxes	\$5.00 to City Hall (property taxes)			\$5.00
Health Care	\$2 to St. Louis Children's Hospital			\$2.00
Professional Services	\$2 to Deloitte (accounting), \$2 to Bryan Cave (legal services), and \$2 to American Family Insurance (insurance)			\$6.00
Rent	\$5 to Realty Office			\$5.00
Supplies	\$5 to Warehouse			\$5.00
Philanthropy	\$2 to Junior Achievement (nonprofit organization)			\$2.00
Utilities	\$5 to American and Pubbody Energy (electric), \$5 to AT&T (phone), and \$2 to American and Pubbody Energy (water)			\$12.00
Recycling	\$2 to City Hall			\$2.00
Total Operating Costs				\$
Total Business Costs (Salaries plus Operating Costs)				\$

- In the box next to **Loan amount** on the computer, enter the amount of **Total Business Costs**, found in the box at the bottom of the **Business Costs Sheet**.
- Look at the amount you entered. If it is correct, click on the **Accept** button.
- If you entered a wrong number and clicked on **Accept**, then find a JA staff member to make any necessary change.
- Do **NOT** click on the **Print Accounting Report** button – you will do that later.
- Turn the page for instructions on your next step.

## 2. Write a Check to Distribution & Delivery Center

- Click on **Pay Bills**.

**AT&T**

**Check Register**

Loan Amount Owed: \$210.00

Number	Transaction Description	Payment / Debit (-)	Deposit / Credit (+)	Balance
	Bank Loan		\$200.00	\$200.00

Balance: \$200.00

Print Accounting Report

at&t

- After you click on **Pay Bills**, you will see the screen below. Complete these steps,

**AT&T**

**Pay Bills**

Select the business: Warehouse

Select what the payment is for: Supplies

Enter the check amount: \$5.00

AT&T 000  
103 Revenue Row  
JA BizTown, MO 63005  
October 22, 2007

PAY TO THE ORDER OF Warehouse \$ \_\_\_\_\_ Dollars

Memo: Supplies  
007005074+05003002003 Acct.#

Cancel Reprint Checks Print Check

at&t

Select **Distribution & Delivery Center** as the business to receive the check.

Select **Supplies** to show what the check is for.

Enter **5.00** for the amount of the check.

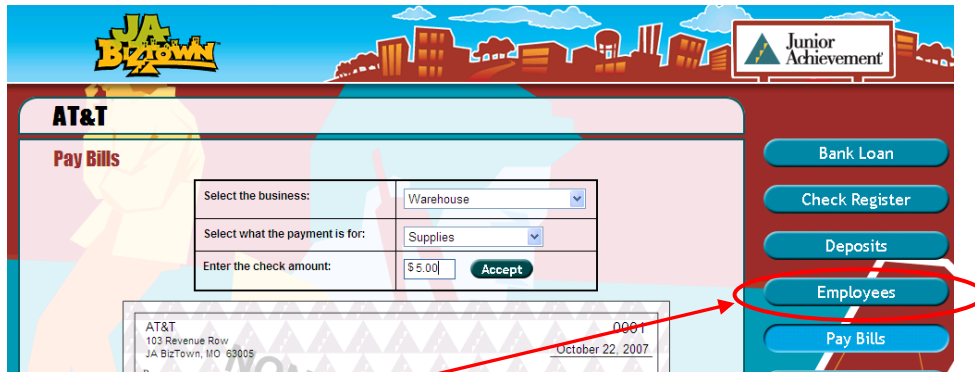
Click on **Accept** to complete the check. Then click on **Print Check**.

Remove & throw away the bottom part of the check

Have the **CEO** sign the check and give it to the employee who goes to the **Distribution & Delivery Center**.

- Put a checkmark beside **Distribution & Delivery Center** on the purple **Accounts Payable Checklist**.
- Turn to the next page to learn about payroll.

### 3. Enter Employee Names and Jobs



● Click on the **Employees** button, and you will see the screen above.

● Using the **Business Costs Sheet**, complete the steps below.

**Enter the employee's account number found on the Business Costs Sheet.**

**Enter the first name like this: John.**

**Enter the last name like this: Smith.**

**Click on the down arrow to click on the employee's job title.**

● The salary and tax amounts appear on the screen! Be sure that the salary on the computer matches the **Business Costs Sheet**.

● Click on **Add Employee**, then click on **OK** if all is correct, and the following box will appear on the screen.

Acct	Employee	Job Title		
999	John Smith	CEO	<a href="#">Edit</a>	<a href="#">Delete</a>

● If you made a mistake, click on **Cancel** and start over for that employee.

● Add all employees, and then turn to the next page for payroll directions.

## 4. Print Payroll Checks

- Now that employees have been entered. Click on the **Payroll** button.

The screenshot shows the 'AT&T Employees' management interface. On the left, there are input fields for employee details: account number, first name, last name, job title (a dropdown menu), gross pay amount, payroll tax amount, and payroll check amount. On the right, there is a table of employees with columns for 'Acct', 'Employee', and 'Job Title'. The table contains the following data:

Acct	Employee	Job Title	Edit	Delete
990	Susan Stanton	Sales Associate	Edit	Delete
992	Robert Carlton	Installation Specialist	Edit	Delete
993	Jane Doe	CFO	Edit	Delete
999	John Smith	CEO	Edit	Delete

On the far right, there is a vertical sidebar with several buttons: 'Bank Loan', 'Check Register', 'Deposits', 'Employees', 'Pay Bills', and 'Payroll'. The 'Payroll' button is circled in red.

- The following screen will appear.

The screenshot shows the 'AT&T Payroll' screen. At the top, there are two dropdown menus: 'Select pay period:' (set to '1') and 'Select an employee:' (showing a list of names: Susan Stanton, Robert Carlton, Jane Doe, and John Smith). Below these is a large area for a check stub, which is currently blank and has a 'NON-NEGOTIABLE' watermark. At the bottom of the screen, there are two buttons: 'Create Batch' and 'Print Check'. Arrows point from the 'Select pay period' and 'Select an employee' dropdowns to the 'Print Check' button.

- Select pay period 1** and **select an employee**. The check will be filled out automatically.
- Click on **Print Check**. Continue by selecting each employee's name until all payroll checks have been printed for all employees.
- Put a checkmark next to First Pay Period on the purple **Accounts Payable Checklist**.
- Have the CEO sign all of these payroll checks. Do not detach the pay stub. Place all checks in the black **Payroll Folder** (in the pocket labeled Payroll #1).
- Go to the next page for more instructions on payroll.

## 4. Print Payroll Checks (continued)

- Print payroll checks for Pay Period 2. Follow the same process that you used for Pay Period 1.
- Write a checkmark next to Second Pay Period on the **Accounts Payable Checklist**
- Be sure all payroll checks are printed **before** the Opening Town Meeting.
- Put all completed payroll checks in the **Payroll Folder**. The CEO will distribute the checks for Pay Period #1 right after the Opening Town Meeting.
- The CEO will distribute payroll checks for Pay Period #2 after all the lunch breaks are over, during the 2<sup>nd</sup> staff meeting.

## 5. Pay Bills (Invoices)

- Sometimes you will see the word “invoices.” This is another word for “bills.”
- Follow the instructions that you used in section 2, “**Write a Check Distribution**” to complete the rest of your bills.

- Select the business to be paid.
- Select the word to describe what the check is for.
- Enter the amount to be paid and click “**Print Check**”.
- Use the **CFO Accounts Payable Checklist**, placing a checkmark next to bills that you have paid.

- Print checks to pay bills **ONLY** when you receive an invoice. Print the check and place it in the return envelope that was provided with the invoice (postage is already on the envelope) along with the bottom portion of the invoice. Mail the envelope back to the business by placing it in the Brown box in Town Square.
- Turn to the next page for instructions on how to make bank deposits for money that comes into your business.

## 6. Business Deposits

- During the day, you will receive checks from customers for various construction projects and services.
- Use the computer to record deposits and print deposit tickets. Click on the **Deposits** button, and the screen below will appear.

**AT&T**

**Deposits**  
Maximum of 8 checks in a deposit.

Deposit number:	1
Enter the account number on the check (optional):	
Enter the check amount:	\$

Add Item

Cancel

Print Deposit Ticket

Bank Loan  
Check Register  
Deposits  
Employees  
Pay Bills  
Payroll

at&t

- **The Deposit** number will fill in automatically (starting with **1**).
- Enter each check into a deposit. **You may enter only 8 (eight) checks into a single deposit.** Click on **Add Item** after you enter each check. If you have more than 8 checks, set the rest aside for the next deposit.
- Put 1 piece of plain paper into your printer and click on **Print Deposit Ticket**.
- Stamp the back of each check using the “For Deposit Only” stamp.
- Place the Deposit Ticket **on top** of the checks and staple them together.
- The screen above will appear, showing **Deposit number 2**. You are ready for your second deposit of checks if you receive more. Follow the procedure above for making an additional deposit.
- Place the deposit into your bank bag and take it to the Bank CEO.

## 7. Loan Balance

- Because your business takes out a loan, use the following procedure to determine your current loan balance recorded by The Bank.
- When you make a business bank deposit, the deposit is entered into the business check register. Click on the **Check Register** button and you will see the deposit (and any bills that you have paid).

The screenshot shows the AT&T Check Register interface. At the top, there is a "Loan Amount Owed" field with a value of \$190.00. Below this is a table with the following data:

Number	Transaction Description	Payment / Debit (-)	Deposit / Credit (+)	Balance
	Bank Loan		\$ 200.00	\$ 200.00
01	Business Income		\$ 20.00	\$ 220.00
	-- Loan Payment	\$ 20.00		\$ 200.00

Below the table, the "Balance:" field shows \$ 200.00. There is a "Print Accounting Report" button. On the right side, there is a vertical menu with buttons for "Bank Loan", "Check Register", "Deposits", "Employees", "Pay Bills", and "Payroll". The AT&T logo is at the bottom right.

- Note: an **automatic withdrawal** or **payment** of that deposit toward your business loan balance occurs. With each deposit you are repaying your business loan.
- Click on the **"Loan Balance"** button. You will see the business loan amount, interest, and a list of all payments (your deposits) entered.
- If your total deposits for the day are equal to or greater than the amount of your loan, you have successfully paid off your loan.
- Note: If a deposit is marked "pending," the Bank CEO has not yet entered the deposit into the Bank's records. Be sure that you take the printed deposit ticket and checks to the Bank to be entered and "approved."

## 8. Final Step

- At the end of the day, put 3 pieces of plain paper into your printer and click on **Check Register**.
- Print the **Accounting Report** for your business.
- Put the report into the JA BizPrep envelope to be taken back to school.
- This report will show if your business successfully repaid its loan and if it earned a profit.
- Assist with business clean-up.

**Congratulations on a job well  
done!**

# JA BizTown™

## Construction Company Project Engineer

You are responsible for making sure that today's building projects are completed safely and that they are built by following the plans and instructions carefully. You are responsible for making sure that the building site is prepared correctly so that citizens are not put in danger or have their pathways blocked. You will also redesign the Construction Business by follow the CAD software/manual. Encourage your team to work together today.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone's help before it opens.
2. Call a meeting of your Construction Managers to discuss today's projects. Talk about the following:
  - a. Talk about your projects for today. Your company will be completing three projects:
    - 1) A Door and Window Replacement project
    - 2) A bench or Adirondack chair that will be going back to your school.
    - 3) A JA BizTown item to replenish the inventory for Junior Achievement.
  - b. Make sure your employees realize that the products your business produces today will not be sold directly to consumers. All products are sold by your business to one or more other businesses.
  - c. Remind your team that safety is an important goal for today's projects. With your volunteer facilitator, go over the safety rules for today's project, located on the conference table.
3. **After the Pledge of Allegiance**, work with the Construction Managers to complete the Door and Window Project. Review the Measurement Form with them on your clip board. Measure the height and width of each door and window and record the information on the Measurement Form.
4. Supervise your construction crew and work closely with your Volunteer Facilitator today.
5. **After the Opening Town Meeting**, begin building the Park Bench OR Adirondack chair in the grass area of town square. Use the cones and construction tape provided to secure a safe working area.
6. After your construction project is completed, ask a JA BizTown staff person to inspect it.
7. Collect the check for the park bench OR Adirondack chair from the JA Staff Member and give it to the CFO for deposit.

8. Read the Autodesk's Revit Architecture Building Design Instructional Manual. Follow the directions to redesign the Construction Business by moving walls, and adding doors, windows and a closet.
9. Oversee that the Construction Managers, are following the production instructions given for making the item(s) needed for the Distribution Center. Ask a JA BizTown staff member to demonstrate the proper use of any equipment being used, if needed.
10. Set a goal for the number of JA BizTown items that should be produced in the time remaining and check that your team is producing the highest quality products possible.
11. Meet with the JA Staff Member to deliver the completed projects and collect payment.
12. Assist with business clean up at the end of the day.

# JA BizTown™

## Construction Company Project Designer

Today, you will be working with several business CEO's assisting them with remodeling their business space. You will provide them with various carpet and wall covering samples to view and decide what they would like to choose. You will complete a **Remodeling Proposal** and then calculate a **Bid Estimate** for each CEO. Each CEO has a budget of \$500 which they cannot exceed. If the Bid exceeds \$500, the CEO will have to make other decisions. Remember, the CEO is your client. Be courteous to all clients, they are your customers. **NO PAYMENTS ARE MADE TODAY, THIS IS ONLY AN ESTIMATE.**

1. Remain in your business until after the Pledge of Allegiance to help with business start-up.
2. Review with your Volunteer Facilitator the forms you will be using, and become familiar with the product materials you will be working with today.
3. Attend any meetings called by the CEO to discuss what everyone will be doing and the importance of doing quality, accurate work.
4. Locate the **Remodeling Proposal and Bid Estimate forms** in the Blue folder. Review the forms with your Volunteer Facilitator so that you understand the information you will be gathering and how it will be calculated. Use the Measuring Wheel to determine length and width for:
  - a. Flooring Square Feet
  - b. Wall Square Feet
5. After the Pledge of Allegiance, a JA staff person will show you how to use the Measuring Wheel. Practice using the measuring wheel by measuring the construction office area. The Construction CEO will be your first (sample) client. This will be a good practice using the measuring wheel and completing a proposal and bid estimate.
6. After the Opening Town Meeting, use the **Project Designer Client List**, on the clip board, and visit the first client, Realty CEO. Ask if they have time to meet with you to discuss their business space remodeling project. If they are busy, tell them you will be back later and continue to the next CEO on the list.
7. When meeting with the CEO's inform them they have been given the opportunity to help remodel their office space. They have several decisions that they can choose from for their remodeling project:
  - a. New carpet for the floor
  - b. Wall Paper or Paint for the walls.

# JA BizTown™

## Project Designer (continued)

8. Each CEO has a \$500 budget. They will make their decisions; you will record the information on the **Remodeling Proposal Form**. You will then go back to the Construction Company to calculate the **Bid estimate**. While they are making their decisions, ask them if you can take a few measurements. Refer to the Proposal form for the measurements you will need to complete the form and record them on the Proposal form before you leave.
9. After you have calculated the Bid Estimate, take the Estimate back to the client. Review the estimate and total expenses with them. If it is under their budget (\$500), leave the Bid Estimate with the CEO to keep. If it is over their limit, they will have to make some other choices and you will have to recalculate the Proposal & Bid Estimate. **Remember, this is only an ESTIMATE. Do not ask the CEO for a check in for the amount of the estimate. People and businesses use estimates to determine whether or not they chose to do the project at a later date.**
10. Continue using the Project Designer Client List and visit another CEO. Continue steps 8 and 9 until the end of the day. You may not have time to visit each CEO on the list. That's ok! Do what you can with the time you have.
11. Assist with business clean-up at the end of the day.

# JA BizTown™

## Construction Company Construction Manager

Today you are responsible for planning and completing quality building projects for your business customers. The Construction Company only does building projects for other businesses, government agencies, and other organizations and does not build for individual consumers. It is important that you and your team do thorough planning and high quality construction today that will result in excellently built items that meet the needs of your business customers and will last through years of use.

1. Get the check for the Distribution Center from your CFO. Take it to Distribution Center and pick up your supplies. Bring the supplies back to your business and give them to the proper employees.
2. Remain in your business until after the Pledge of Allegiance to help with business start-up,. Your business needs everyone's help before it opens.
3. With your Volunteer Facilitator, review the projects you will be working on today.
4. Attend any meetings called by the CEO or Project Engineer.
5. After the Pledge of Allegiance, you can begin your first project. Your first project is the **Door and Window Replacement Project**.
  - a. Locate and read the directions on the counter in the Construction Company.
  - b. Review the Measurement Form with the Project Engineer.
  - c. Working in teams of two, use the measuring tools and complete the measurement worksheet.
  - d. Let your CEO know when the Door and Window Replacement Project is completed.
6. Meet with the Project Engineer and Volunteer Facilitator in your business to learn about constructing the Park Bench. **After the Opening Town Meeting**, begin the park bench by:
  - a. Set up a safe construction zone in Town Square.
  - b. Carefully follow **the Plans**
  - c. If you need help, ask for it! You will have an adult nearby at all times to provide support, information, and direction should you need it. Keep safety as your first priority – for yourselves and for the citizens of JA BizTown.
7. When the park bench construction project is completed, let the Project Engineer know. He/she will check the bench and advise the CEO that the project is complete.
8. Take pride in your work! Clean up the work area in Town Square and return all equipment to the proper place in your shop when you have finished.

(Continued)

9. After the bench is completed, and if time permits, you will produce an item that will be stocked in the Distribution Center for later use. Follow the instructions provided by the JA BizTown staff person.
10. Work hard to meet your production goal and make the highest quality products possible.
11. The Project Engineer will substitute for you when you are on break, if possible.
12. Assist with business clean up at the end of the day.