



Helpful Hints

Thank you for volunteering to assist the students at *JA BizTown*. The job you have here 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 Sales Manager will go to the Distribution & Delivery Center with the \$5.00 check to purchase scarce 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**.
4. The Restaurant 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 and the multiple checks making up the total deposit.
6. Instruct employees to follow all equipment directions carefully and ask for assistance from the *JA BizTown* staff, if anything concerning equipment is unclear or not working. **DO NOT TRY TO FIX IT YOURSELF!**
7. During set-up time, assist sales, beverage, and food managers as they order additional supplies (using the Merchandise Catalogue), take inventory and learn to operate equipment.
8. The Restaurant accepts cash only for food or drinks. Do not accept any checks.
9. Employees should not eat or drink while on duty. Stress washing hands to the employees.
10. Lunch is served during the first set of break rotations.
11. Remind all employees that the total area (inside and out) should be kept clean and orderly.



Volunteer Manual Restaurant

12. The Restaurant will close early during the afternoon GREEN shopping break for inventory and to start clean up.
13. Everybody should clean the Restaurant at scheduled times and as needed.
14. At the end of the day, be certain that all unsold merchandise, 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 Sales Manager. 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.

Job Title	Gross Pay	Net Pay
CEO	\$9.00	\$8.82
CFO, Nutrition Researcher	\$8.50	\$8.33
Food Manager, Beverage Manager, Sales 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. They will need to complete the back of the card for it to be activated. 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



Volunteer Manual Restaurant

with their boss (the CEO) before leaving for break or work-related duties. Also, remind 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: *Are we watching our food and beverage inventory closely so that customers do not have to wait for service?*
- ASK: *Are we keeping our work counters and eating area clean?*
- ASK: *Are we marking adults’ purchases on the “Adult Charge Sheet?”*
- 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



Volunteer Manual Restaurant

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:

- All unsold merchandise must remain in the business.
- 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.



Volunteer Manual Restaurant

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 on 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
- Working together to complete the **Pricing Worksheet**

CEO

- Taking out **Business Costs Sheet** and giving it to the CFO
- Signing the \$5 Distribution & Delivery Center check for business supplies after the CFO prints it
- Calling a Sales Meeting with Sales Managers
- Completing the **Opening Town Meeting Speech** and practicing with adult volunteer
- After Pledge of Allegiance, taking **Loan Application and Promissory Note** to Bank CEO
- Signing Payroll checks when 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

Beverage Manager

- Taking an inventory of the beverages available before and after supplies are received from the Distribution & Delivery Center
- Preparing beverage service area
- Sweep floors

Food Manager

- Taking an inventory of the paper products available before and after supplies are received from the Distribution & Delivery Center
- Starting to making Popcorn
- Helping to keep Restaurant and food areas clean



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Sales Manager

- Taking the \$5 check to the Distribution & Delivery Center for supplies
- Attending any meetings called by the CEO to review the Merchandise Catalogue
- Setting up the restaurant tables and chairs
- Preparing the Restaurant by sweeping floors, cleaning tables, counter tops, etc

Nutrition Researcher

- Read the Experiment Manual and become familiar with the process and materials that will be used.

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 for them

During First Break Rotation: (Lunch)

CEO

- Helping prepare Restaurant for customers by making sure all areas are clean and inviting
- Helping other employees in business if they need assistance

CFO

- Making Business Deposits on computer and taking cash and Deposit ticket to Bank CEO (*can also enter the amount of income from the Adult Charge Sheet as an item on the deposit ticket.*)
- Filling-in for CEO when CEO goes to break.
- Printing checks to pay bills only as bills come due. (*Bills are due when the CFO receives an invoice.*)
- Using the **CFO Accounts Payable Checklist** to keep track of which bills have been paid

Beverage Manager

- Cleaning dining area of the Restaurant when not working with the beverage items
- Substituting for Sales Manager when needed

Nutrition Researcher

- Begin the experiment extracting the fats from the food provided



Volunteer Manual Restaurant

Food Manager

- Monitoring popcorn supply and making more popcorn as needed
- Cleaning dining area of the Restaurant when not working with the food items

Sales Manager

- Serve customers in a friendly manner and ONLY accept cash
- Use the Adult Charge sheet when adults are buying Beverages or Popcorn. (*Give the Adult Charge sheet to the CFO periodically so they can count it as money and make a deposit on their computer to take to the Bank CEO*)

During Second Break Rotation: (Shopping)

CEO

- Reviewing the Instructions for Ordering Supplies in the Merchandise Catalogue (*orders cannot total no more than \$5 for the rest of the day*)
- Helping other employees in business if they need assistance

CFO

- Making Business Deposits on computer and taking cash and Deposit ticket to Bank CEO (*can also enter the amount of income from the Adult Charge Sheet as an item on the deposit ticket.*)
- Filling-in for Bank CEO when CEO went to break.
- Checking Bank Loan on the computer to see how much of the loan has been paid off
- Printing checks to pay bills only as bills come due. (*Bills are due when the CFO receives an invoice.*)
- Using the **CFO Accounts Payable Checklist** to keep track of which bills have been paid

Beverage Manager

- Let CEO know if you are running low on beverages and need to order more
- Cleaning dining area of the Restaurant when not working with the beverage items
- Substituting for Sales Manager when needed

Food Manager

- Let CEO when he/she might need to order more popcorn, popcorn bags or napkins
- Cleaning dining area of the Restaurant when not working with the food items
- Substituting for Sales Manager when needed

Sales Manager

- Helping keep the Restaurant clean by wiping down tables after they have been used and sweeping the floors after each break



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Nutrition Researcher

- Continue finishing experiment

End of Day (Business Clean Up):

All Employees

- Assisting with clean-up as needed

CFO

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

Beverage Manager

- Completing Beverage Inventory Sheet to determine the number of beverages sold and the amount of inventory still in the cooler. Take bottom portion to the Distribution & Delivery Center to pick up the items that need to be re-stocked.

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.



Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all business payroll and expense checks. 4. Makes business operational decisions. 5. Prepares and gives speech at Town Meeting. 6. Assists with all business duties when employees are on break. 7. Works with employees to determine pricing of food, drink. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if CEO is not available.
<p style="text-align: center;">FOOD MANAGER</p> <ol style="list-style-type: none"> 1. Sets up and learns proper operation of all equipment. 2. Produces snacks for sale. 3. Keeps equipment and work areas clean. 4. Monitors food supply inventory. 5. Assists and substitutes for Sales Managers as needed. 	<p style="text-align: center;">BEVERAGE MANAGER</p> <ol style="list-style-type: none"> 1. Sets up equipment and prepares beverages. 2. Assures correct beverages are available and ready for sale. 3. Monitors beverage supply inventory. 4. Keeps equipment and work areas clean. 5. Assists and substitutes for Sales Managers as needed.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Purchases supplies at the Distribution Center. 2. Works with CEO to determine additional supplies that will need to be ordered from the Distribution Center. 3. Takes customer orders, receives payment, and delivers food/beverage items to customers if needed. 4. Operates the cash register. 5. Keeps equipment and work areas clean. 6. Prepares lunch area (sets up chairs, tables, etc.). 7. Cleans lunch area after each break. 	

JA BizTown™

Restaurant CEO

You are responsible for the smooth operation of the Restaurant. Many customers will be visiting your business and will expect good customer service, clean tables and floors, and quality food and drink.

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 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. Call a meeting of the Managers. With the assistance of your volunteer facilitator, discuss the operations of the Restaurant. This discussion will include set-up and use of equipment, inventory, lunch preparation and pricing. Make sure everyone knows that your business will close early at the end of the day (green shopping break) so that your employees can take inventory and clean up.
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 tell them to complete the back of the card before going to the Bank for the first paycheck deposit.
5. Following the Pledge of Allegiance, take the **Loan Application** and the **Promissory Note** to the Bank CEO to apply for your business loan.
6. Complete the **CEO Speech Guideline** and practice your presentation with your volunteer facilitator. You will give this speech at the Opening Town Meeting.
7. Sign all business checks after they have been printed by the CFO.
8. Review the **Instructions for Ordering Supplies** in the **Merchandise Catalogue** to learn how your business will obtain additional supplies today. You need to be aware of this process so you can order additional supplies. Remember that a check in the amount of the order must be brought to the Distribution & Delivery Center along with the Order Form. The Distribution & Delivery Center will deliver your items once they have been packed.
9. Sign the **Rental Agreement** when the Leasing Agent brings it to your business.
10. Allow the Non-Profit Director to place a container for individual contributions in your business. When asked, give him/her your **Philanthropy Pledge Sheet**. Encourage your employees to contribute. The Non-Profit Director will return later in the day for the container. Remember, this container is for **your** employees to use when making a donation, if they wish to do so.
11. Give the Attorney the **Case #1 Clue Envelope** (on your desk) when he/she comes to collect it. Later in the day, the Attorney will return to collect an envelope labeled **Case #2 Statements**. Keep the **Case #2 Statements** envelope until the Attorney requests it.

(Restaurant CEO continued)

12. Meet with the Energy Scientist when he/she comes to talk with you about ways your business can conserve energy.
13. Substitute for the Sales Manager(s) when he/she is on break.
14. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and 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.

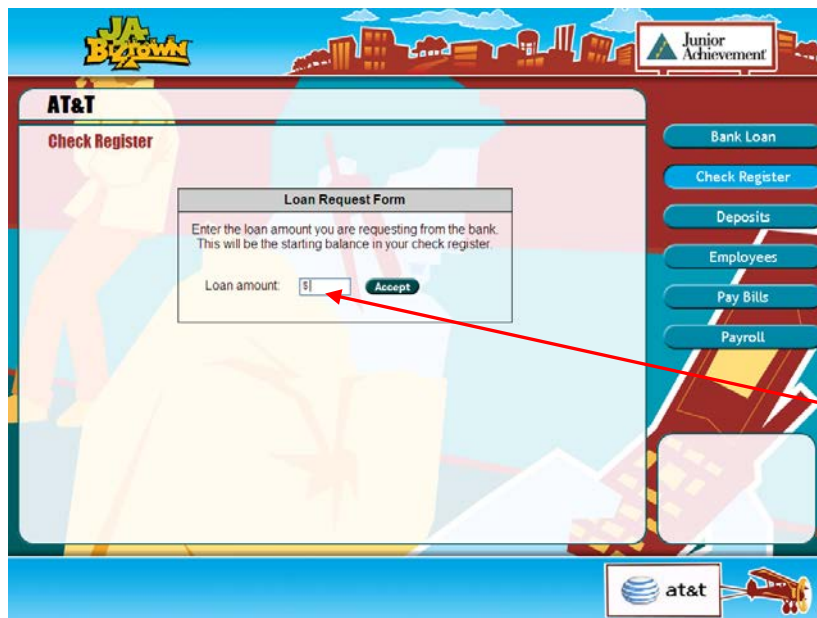
Restaurant CFO

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				\$
OPERATING COSTS				
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 **Accept**

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

PAY TO THE ORDER OF Warehouse \$

MEMO: Supplies

007005074+05001002003 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.

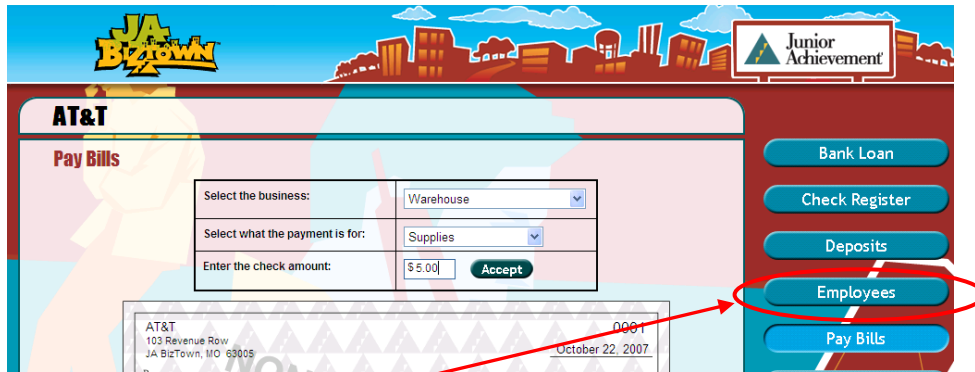
Click on Accept to complete the check. Then click on Print Check.

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.

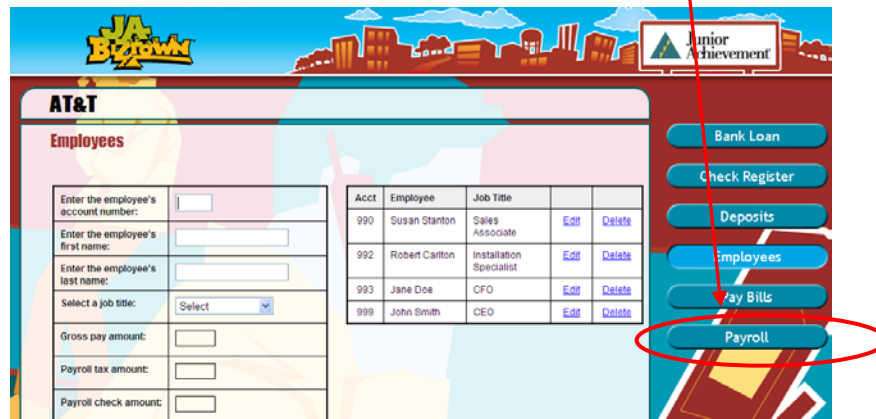
Acct	Employee	Job Title		
999	John Smith	CEO	Edit	Delete

● 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.

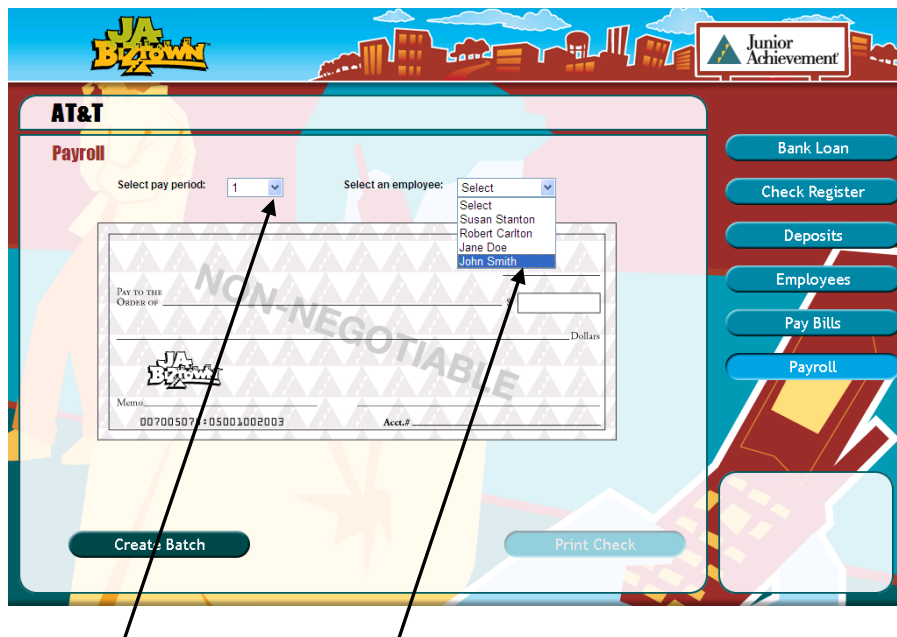


The screenshot shows the 'AT&T Employees' management interface. On the left, there are input fields for employee details: account number, first name, last name, job title (a dropdown menu), gross pay amount, payroll tax amount, and payroll check amount. In the center, there is a table of employees:

Acct	Employee	Job Title		
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 right side, there is a vertical menu of 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 dropdown menus for 'Select pay period:' (set to 1) and 'Select an employee:' (with a dropdown menu open showing options: Select, Susan Stanton, Robert Carlton, Jane Doe, John Smith). Below these is a check form with fields for 'Pay to the Order of', 'Amount', 'Memo', and 'Acct.#'. The check form is overlaid with a large 'NON-NEGOTIABLE' watermark. At the bottom, there are two buttons: 'Create Batch' and 'Print Check'. The 'Print Check' button is circled in red.

- 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 2nd 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 cash from customers for various beverage and snack purchases..
- 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**).
- Count up the amount of cash and enter that amount in the box that says “Enter the check amount” (skip the box that asks for the account number).
- You can enter the amount of the adult charges from the blue **Adult Purchases Charge Sheet** in the same way.
- Click on **Add Item** after you enter the amount.
- Put 1 piece of plain paper into your printer and click on **Print Deposit Ticket**.
- Place the Deposit Ticket **on top** of the blue Adult Purchases Charge Slip (if you are depositing income from adult charges), and staple them together.
- The screen above will appear, showing **Deposit number 2**. You are ready for your second deposit of cash and adult charges 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).

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

Loan Amount Owed: \$ 190.00

Balance: \$ 200.00

Print Accounting Report

- 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™

Restaurant Food Manager

You are responsible for making the food items that will be sold in the Restaurant, as well as assisting with the continual clean-up of the Restaurant during the business day. Become familiar with health and safety rules, clean-up procedures, and use of equipment.

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. After the Sales Manager returns from the Distribution & Delivery Center with the start up inventory, complete the **Food Inventory Worksheet** to determine if another supply order may be needed. Be sure to let the CEO know if you think you will be short on supplies or if additional supplies will be necessary. The CEO will arrange for another supply order, if necessary.
3. A *JA BizTown* staff member will instruct you in the proper use of the popcorn popper.
4. Follow posted instructions carefully for popping popcorn.
5. Fill dispensers in the dining area with napkins as you prepare the Restaurant to open for business.
6. Organize food items that will be for sale into an attractive display. Be sure to include pricing on the items, or price signage, so that customers are aware of the food selections and pricing.
7. Help keep the Restaurant clean by wiping down the food equipment and food work areas.
8. Assist Sales Managers by filling customer orders.
9. Substitute for Sales Managers when needed.
10. Assist with business clean-up at the end of the day.

JA BizTown™

Restaurant Food Inventory Worksheet

Complete the information below and share the results with the Restaurant CEO. He/she will place an order for additional supplies if needed.

As the Food Manager, you need to be certain that the Restaurant has an adequate supply of napkins and snacks available to serve the citizens and adults in *JA BizTown* today. To help make a good decision about ordering supplies, you will take an inventory of supplies after each lunch break.

You will need to be sure you have enough popcorn bags and napkins for everyone. If your inventory is too low, the CEO will need to place an order using the Merchandise Catalogue and complete an Order Form.

	Popcorn Bags	Napkins
First Order (How many did you order from the Distribution & Delivery Center during start-up time?)		
Total Inventory Needed (After the opening town meeting, look on the Total Population Count on the white board in City Hall. Record this number in the Popcorn Bag box. Record twice the number for napkins)**		
Second Order (If your first order is not equal or greater than the total population, have the CEO purchase additional supplies.)		
After Red Lunch Break		
After Yellow Lunch Break		
After Green Lunch Break		
Third Order (If necessary. Keep in mind that the afternoon is not as busy as the lunch breaks)		

** If the Mayor has not completed the Census count and the white board is blank...here's a Helpful Hint...JA BizTown averages 95 students and 25 adults each day.

Restaurant Beverage Manager

You are responsible for receiving and storing Beverage items, as well as assisting with the continual clean-up of the Restaurant during the business day. Become familiar with health and safety rules, clean-up procedures, and use of equipment.

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. Using the **Beverage Inventory Worksheet**, take an inventory of the beverage items available in the beverage cooler. After the Sales Manager returns from the Distribution & Delivery Center. Be sure to let the CEO know if beverages start to run low. The CEO will arrange for another supply order if necessary.
3. Sweep the floor area behind the serving counters as you prepare to open the Restaurant. Be certain you wash your hands after you have swept the floor.
4. Assist Sales Managers by filling customer orders.
5. Sweep the floor in the dining area of the Restaurant after each break. Be certain to wash your hands after sweeping.
6. Substitute for Sales Managers when needed.
7. When your business has closed at the end of the day, restock the beverage cooler with the beverages purchased during the day. Use the **Beverage Inventory Worksheet**; fill out the **End of the Day-Restock Worksheet** to determine how much of each item you will need. Take the bottom portion of the worksheet to the Distribution Center to fill the order. There is NO charge to get these items. (When you stock the drink items, you should have the same number of items as when you started the day.)
8. Assist with business clean up at the end of the day.

JA BizTown™

Restaurant Beverage Inventory Worksheet

Complete the information below and share the results with the Restaurant CEO. He/she will place an order for additional supplies if needed. (Note: Milk cannot be re-ordered)

As the Beverage Manager, you need to be sure that the Restaurant has an adequate supply of beverages available to serve the citizens and adults in *JA BizTown* today. To help make a good decision about ordering additional supplies, you will keep an inventory of supplies on hand.

	Orange Tea	Milk	Tea	Water
Beginning Inventory <i>(Number on hand in the Restaurant cooler upon arrival and before you receive your first supply order)</i>				
First Order				
Second Order				
Total Inventory Available <i>(Add the Beginning Inventory, First order, and Second Order numbers together.)</i>				
Ending Inventory <i>(How many of these items are remaining in the Restaurant's refrigerator?)</i>				
*End of the Day Re-Stock Order <i>(Subtract the Ending Inventory from Beginning Inventory)</i> *Record answers on the chart below				

At the end of the day, during Green shopping break, as Beverage Manager you are responsible for restocking the beverage cooler. After completing the **End of the Day Re-Stock Order** (above), fill in the chart below. Then cut off the bottom portion of this paper and take it to the Distribution & Delivery Center to be filled. There is NO charge for the end of the day restocking.

-----**CUT HERE and take to the DISTRIBUTION & DELIVERY CENTER**-----

THERE IS NO CHARGE FOR THIS RESTOCKING ORDER FOR THE RESTAURANT.

	Orange Tea	Milk	Tea	Water
*End of the Day Restaurant Re-Stock Order <i>(Use the same numbers calculated in the chart above)</i>				

Restaurant Sales Manager

You are responsible for taking orders, receiving payments, and serving food. Become familiar with the location of the cash box, health rules, and clean-up procedures.

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. Get the check for the Distribution Center from the CEO. Take it to the Distribution & Delivery Center and purchase the Restaurant start up supplies.
3. Meet with the CEO and discuss the additional items the Restaurant will need to order from the Distribution & Delivery Center.
 - a. Review the Merchandise Catalogue and begin to decide what additional items the Restaurant will need. Follow the directions in the front of the Merchandise Catalogue.
 - b. Fill out an order form from the front pocket of the Catalogue and have the CEO sign the bottom of it.
 - c. Have the CFO print a check for the correct amount of the order and take the signed check to the Distribution & Delivery Center.
 - d. A Package Handler from the Distribution & Delivery Center will deliver the items to you once they have been packed.
4. Prepare the Restaurant for customers by taking down the chairs from each table. There should be five chairs per table. Then wipe down the tables and chairs by spraying a small amount of cleaning liquid and drying the table thoroughly.
5. During the first staff meeting, a *JA BizTown* staff member will give you instructions about lunch procedures for all citizens and adults.
6. Serve customers in a friendly, courteous manner.
 - a. Drinks and popcorn must be paid for with *JA BizTown* cash.
 - b. Only *JA BizTown* cash will be accepted at the Restaurant. **No personal checks or Debit Cards** will be accepted.
 - c. Adults have an open charge account in the *JA BizTown* Restaurant. Be sure to mark the **Adult Charge Sheet** (Blue sheet) for each item purchased by an adult.
7. Help keep the Restaurant clean by wiping off all counter tops, and tables continually during the day.
8. At the end of each lunch break, take the *JA BizTown* **cash** from your money box and give the **cash** and the **Adult Charge Sheet** to the CFO to be deposited.
9. Assist with business clean-up at the end of the day.

JA BizTown

Restaurant Nutrition Researcher

You will be responsible for researching, investigating and recording your findings by determining the different sources of lipids (fats) found in several common food items: chocolate chips, potato chips, and sunflower seeds. These food items are for your experiment procedure ONLY and should not be eaten.

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. Attend any meetings that the CEO may call.
3. Read the Nutrition Researcher Experiment manual. Become familiar with the experiment procedure and the materials that you will be using. Safety gloves, goggles and lab coats are available for your use.
4. Your investigation experiment will contain two parts:
 - a. Visual Observation
 - b. Determining the amount of fat in each item by extracting (taking out) the fat from each item and determining the "form" of the fat
 - i. Saturated fat
 - ii. Unsaturated fat
5. Be extremely careful with all the experimental materials and products. These items are fragile and could be harmful, treat them as such.
6. Using the Blue Experiment Manual, complete the Experimental Procedure, Part A Visual evidence of invisible fats from foods.
7. Complete the Visual Observation Table (on the clip board).
8. Complete Part B Extracting the invisible fats from foods.
9. Complete the Extraction Table (on the clip board).
10. Place the petri dishes on the blue tray- Part A Today's samples and set aside when done.

11. Use the samples on the Blue Tray- Part B samples: Extracted fats and complete the Extraction Table worksheet (on the clip board).
12. Once you have completed your investigation and completed your data tables, assist customers with purchasing food items, help keep restaurant neat and clean.
13. Be courteous to all customers.
14. Assist with the clean-up of your business at the end of the day.