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 Property Appraiser will go to the Distribution & Delivery Center with the $5.00 check to purchase business supplies.

2. After entering the Loan Amount from the **Business Costs Sheet**, the CFO should print a $5.00 check to the Distribution Center supplies, then enter the employee information and print payroll checks for both Pay Period 1 and Pay Period 2.

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 returned using the self addressed envelope provided with the invoice and placed in the blue mailbox in town square.

4. The CEO should print **rent invoices** on the Billing Computer**,** then stamp the envelopes provided (postage is already on the envelopes) with the Realty address stamp. Place them in the **"Completed Invoices and Envelopes"** folder and give it to the Leasing Agent to be delivered after <u>all</u> Rental Agreements have been signed by the business CEO's.

5. The Realty Office will borrow money from the Bank. The CEO will take the **Loan Application** and **Promissory Note** to the Bank <u>after</u> the Pledge of Allegiance.

6. 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.

7. Instruct employees to follow all equipment directions <u>carefully</u> and ask for assistance from the *JA BizTown* staff if anything concerning computers or machinery is unclear or not working. **DO NOT try to fix it yourself!**

8. Before the Pledge of Allegiance, be sure the Energy Scientist knows how to read the utility meter by practicing reading the meter in your shop.

9. The JA Staff person will train the Property Appraiser on the use of the Measuring Wheel.

10. Assist the CEO as he/she prepares the **Utility Bill**. Check each completed utility bill. Each bill should be no more than $5.00.

11. 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 Property Appraiser. 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.

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, Energy Scientist	$8.50	$8.33
Property Appraiser, Leasing Agent	$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 bank Debit card from the Bank this morning. They will need to complete the back of the card for it to be activated for use in Planet Earth and the Sports shop only. 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 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: *Do we have a signed Rental Agreement for each business?*
ASK: *Have the Rental Invoices been handed out?*
ASK: *Have the For Rent signs been collected?*
ASK: *Are we surveying the business property?*
ASK: *Is a Property Appraisal being prepared for each business?*
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

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.
- 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.

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). 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 the **Business Costs Sheet** and giving it to the CFO
- ☐ Filling out CEO **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
- ☐ Using the **Billing Checklist,** print an **$8 Rent Invoice** on the Billing computer for each business
- ☐ Stamp the envelopes provided with the Realty address stamp.
- ☐ Distributing Bank Debit Cards to each employee after the Bank Tellers deliver them

CFO

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

Leasing Agent

- ☐ Using the Leasing Computer to print **Rental Agreements**
- ☐ After the Pledge of Allegiance, visiting the businesses to have CEOs sign **Rental Agreement,** making sure to pick up "For Rent" sign outside each business *(Bring signed agreements and "For Rent" signs back to the Realty Office.)*

Property Appraiser

- ☐ Taking $5 check to the Distribution & Delivery Center for supplies
- ☐ Starting to fill out **Property Appraiser Form** using the **Property Appraiser Checklist**
- ☐ Practicing using the measuring wheel
- ☐ After Pledge of Allegiance, visiting three businesses at a time to measure space and count office items using the **Property Appraiser Checklist**
- ☐ After three businesses, return to office to Calculate the Value Amount (*see directions)*

Energy Scientist

- ☐ Read Energy Scientist Manual and the experiment that will be conducted
- ☐ Begin Performing Energy Experiment with the Light Bulbs
- ☐ Practice reading meters with Volunteer Facilitator
- ☐ After Pledge of Allegiance, visiting each business (starting at TV Station) to read the electric meter and recording the meter reading on the **Energy Scientist Checklist**

<u>At some point in the day:</u>

CEO

- ☐ Having the Philanthropy Pledge Sheet, Newspaper Ad, and Radio Ad ready when someone from that business comes to collect them

Energy Scientist

- ☐ Fill out Electric Utility Applications.

<u>During First Break Rotation: (Lunch)</u>

CEO

- ☐ Completing rental invoices and envelopes
- ☐ Completing **Insurance Claim Form** after receiving it in the mail and give it to the JA Staff Member when she comes to collect it
- ☐ Helping other employees in business if they need assistance

CFO

- ☐ Printing checks to pay bills <u>only</u> 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
- ☐ Making Business Deposits on computer and taking checks and Deposit ticket to Bank CEO (*can enter 8 deposits into the computer at a time. Do not just enter one check for a Business Deposit)*
- ☐ Using the blue **Payments Received Checklists** to keep track of which businesses have paid their rent and utility invoices
- ☐ Filling-in for CEO when CEO goes to break.

Leasing Agent

- ☐ Continuing to visit the businesses to have CEOs sign **Rental Agreement,** making sure to pick up "For Rent" sign outside each business *(Bring signed agreements and "For Rent" signs back to the Realty Office.)*
- ☐ Taking **Rental Agreements** for all businesses to City Hall and give them to the Attorney for signature. *(Attorney will bring back signed **Rental Agreements,** file them away in BizPrep Envelope.)*

Property Appraiser
- ☐ Continuing to visit three businesses at time to measure and count office supplies.
- ☐ Calculating the Value Amount and repeating the process until all businesses on the **Property Appraiser Checklist** have been completed

Energy Scientist
- ☐ Collecting Utility Application and placing back in BizPrep Envelop
- ☐ Using **Energy Scientist Checklist** to start taking the **second** electric reading for every business (*DO NOT start on 2nd reading until the Yellow Lunch Break)*
- ☐ Continue doing experiment and gathering data until finished
- ☐ Visiting the CEOs to discuss Energy Savings Information *(found in the blue job folder)* and give each one an **Energy Savings Certificate**

During Second Break Rotation: (shopping)

CEO
- ☐ Calculate the **Utility Bill** using the data from the Energy Scientist checklist.
- ☐ Making sure that all businesses have paid their Rent Invoice and their Utility Bill
- ☐ Helping other employees in business if they need assistance

CFO
- ☐ Making Business Deposits on computer and taking checks and Deposit ticket to Bank CEO (*can enter 8 deposits into the computer at a time. Do not just enter one check for a Business Deposit)*
- ☐ Using the blue **Payments Received Checklist** to keep track of which businesses have paid their rent and utility invoices
- ☐ 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 <u>only</u> 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

Leasing Agent
- ☐ After all rental agreements have signed, begin to deliver the invoices and envelopes.
- ☐ Assisting the Property Appraiser as needed

Property Appraiser
- ☐ Signing completed **Property Appraisal Forms** and bringing them to each business.
- ☐ Having CEO sign Property Appraisal Form and hang it on their business bulletin board

Energy Scientist
- ☐ Completing the Energy 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 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 a Volunteer evaluation when a JA BizTown Staff Member brings one by. Return it to a Staff Member, or leave it on the counter in your business.

CEO	CFO
1. Obtains bank loan. 2. Signs all business payroll and expense checks. 3. Signs Rental Agreement for business space. 4. Prepares and gives speech at Opening Town Meeting. 5. Prints rental invoices and creates self addressed envelopes for each business. Gives to Leasing Agent to be delivered. 6. Fills in for the CFO when he/she is on break. 7. Assists with all business duties as needed.	1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and mails 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.
PROPERTY APPRAISER	**LEASING AGENT**
1. Purchases business supplies from Distribution Center. 2. Measures/surveys each business noting size and other relevant and required information. 3. Completes a Property Appraisal form for each *JA BizTown* business. 4. Posts completed Property Appraisal in each business on the bulletin board.	1. Prints Rental Agreement for each business. 2. Meet with each business CEO to obtain their signature on the Rental Agreement. 3. Collects and stores the "For Rent" signs. 4. Delivers rental invoices with a self-addressed envelope to each business for rental payment. 5. Assists with other business duties as needed.

ENERGY SCIENTIST

1. Follow the directions for the Wattage vs. Heat experiment that will be conducted.
2. Read all utility meters and record usage.
3. Complete Utility Applications by recording meter serial number imprinted on each business meter.
4. Calculate and prepare utility bills.
5. Deliver utility bills with self-addressed envelope to each business CFO.
6. Performs Energy savings experiment.
7. Logs data and findings on information sheet.
8. Collects the paper for recycling within each business at JA BizTown.

JA BizTown™

Realty Office CEO

You are responsible for the smooth operation of the Realty Office. Your business is responsible for Property Appraisals and invoicing for rent and utility payments from all *JA BizTown* businesses. Be certain that all employees are familiar with their responsibilities and are courteous to customers.

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. Have a meeting with your employees and ensure that they understand what they will be doing today:

   a. **Energy Scientist**; performing an experiment regarding the heat that is produced from light bulbs comparing incandescent to fluorescent light bulbs, recording the utility meter wattage on the Energy Scientist Checklist, completing the Electric Utility Applications.

   b. **Leasing Agent**; printing a lease agreement for each business, have the CEO of each business sign the agreement, take the "For Rent" sign off the front of the business, hang on the pegs under the window in your business, print an invoice for the $8.00 rent payment, and deliver the invoices to each business.

   c. **Property Appraiser**; measuring and recording the items in the business on the Property Appraisal Form, calculating the total value of the contents in each business and then hanging the appraisal on the bulletin board of the business.

   d. **CFO**; employee payroll, paying the bills, entering the Realty Office income as a deposit and making the deposits to the bank. (Remind the CFO to use the Blue Checklist by their work station.)

4. Following the Pledge of Allegiance, take your **Loan Application** and **Promissory Note** to the Bank CEO to apply for your business loan.

5. The Bank Tellers will bring **Bank Debit Cards** for each of the employees in your business. Accept these **Bank 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.

6. Sign all business checks after they have been printed by the CFO.

7. Allow the Non-Profit Director to place a container for individual contributions in your business, and encourage your employees to contribute. Give him/her your **Philanthropy Pledge Sheet** when they ask for it. The Non-Profit Director will return later in the day to collect the container. Remember, this container is for **<u>your</u>** employees to use when making a donation, if they wish to do so.

8. Today, you will have the opportunity to remodel your business space. Meet with the Project Designer from the Construction Company when they come to discuss your options for new carpeting and wall paper or paint for the walls. **You have a budget of $500.** The Project Designer will complete a proposal form and then calculate a Bid estimate for you. Once the estimate is completed, the Designer will return to go over it with you. **This is ONLY an estimate. You will not pay for the estimate.**

9. Fill out the top part of the **Insurance Claim Form** when you receive it in the mail. The information for completing the form is included in the envelope. A *JA BizTown* staff member will be coming to pick up the completed claim form.

10. When the Energy Scientist is completed with the Energy Scientist Checklist and has completed both Meter Reading #1, and #2, he/she will give you the completed checklist.

11. Use the Energy Scientist Checklist and complete a Utility Bill for each business.

    a. Fill out the top part of the **Utility Bill** for each business. Write the business name and address neatly.
    b. Copy the information for “Meter Reading #1 and #2 on the lines provided.
    c. Calculate the amount each business owes for utilities.

    (**No Utility Bill should exceed $5.00. If that is the case, please record the amount owed as $5.00)**

12. After the Utility Invoices have been completed, complete a return envelope that will be delivered with each invoice. Do the following:

    a. Locate the Realty Office address stamp and ink pad.
    b. Using the envelopes provided to you in your yellow folder, stamp the center of each envelope with your business address. (Postage is already on each envelope). See the sample in your yellow folder.

13. Deliver a Utility Invoice and return Envelope to each business CFO. Explain to the CFO that the check for the payment should be placed in the return envelope provided and then placed in Brown box in the town center.

14. Assist the Energy Scientist with the experiment, **“Heat Produced from Light Bulbs”,** if needed.

15. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.

16. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most.

17. Assist with business clean-up at the end of the day.

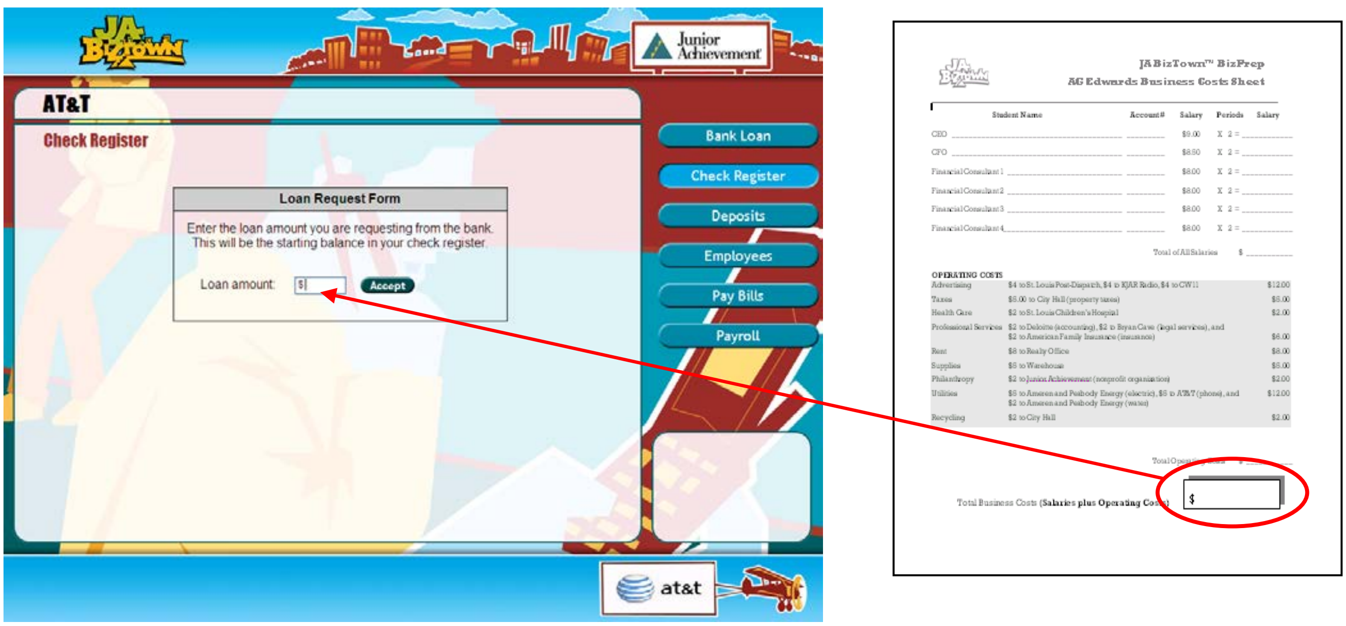
Realty Office CFO

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

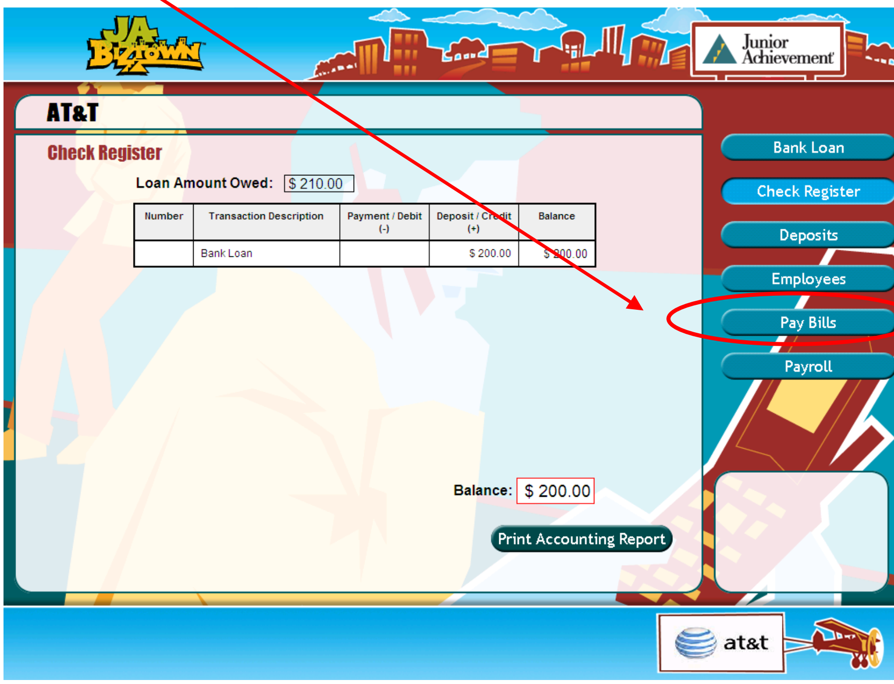
- Ask the CEO for the **Business Costs Sheet** found in the JA BizPrep envelope.
- The opening screen on your computer should look like this. If it doesn't, please find a JA staff member.



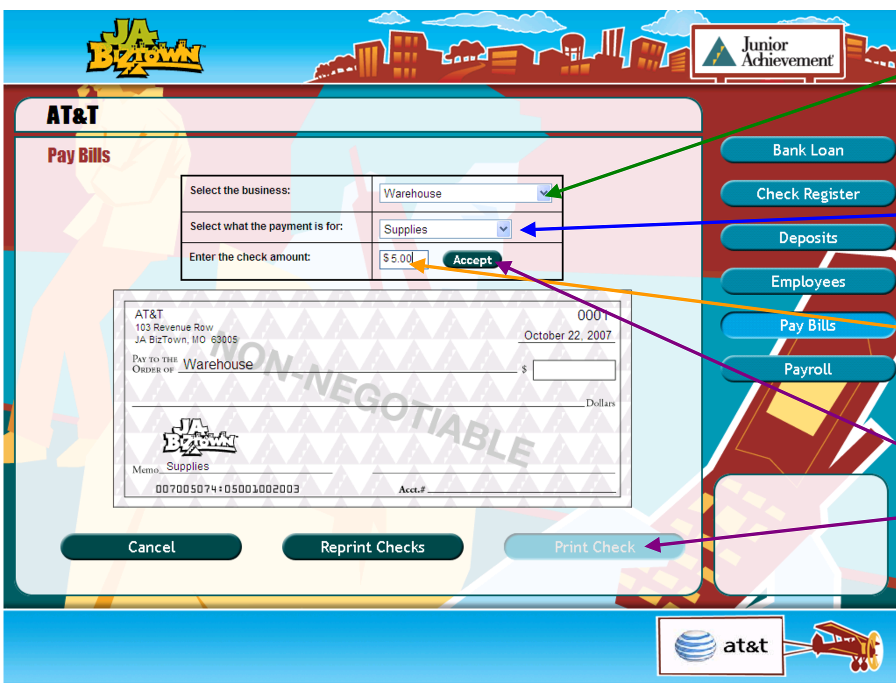
- In the box next to **Loan amount** on the computer, enter the amount of **Total Business Costs**, found in the box at the bottom of the **Business Costs Sheet**.
- Look at the amount you entered. If it is correct, click on the **Accept** button.
- If you entered a wrong number and clicked on **Accept**, then find a JA staff member to make any necessary change.
- Do <u>**NOT**</u> 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**.



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



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.

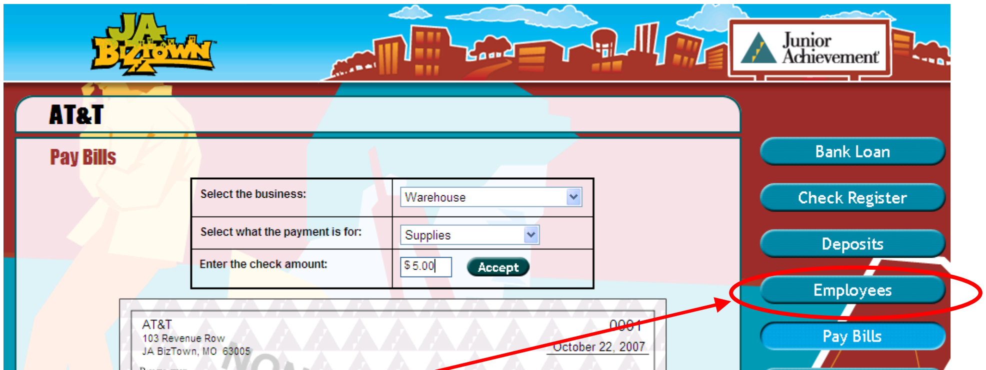
Remove & throw away the bottom part of the check

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

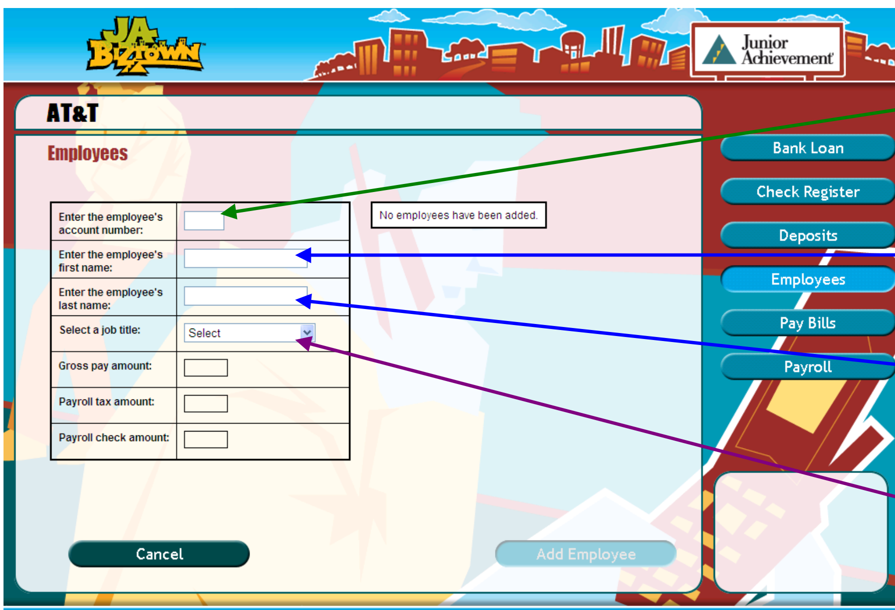
- Put a checkmark beside Distribution & Delivery Center on the purple **Accounts Payable Checklist**.

- 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.

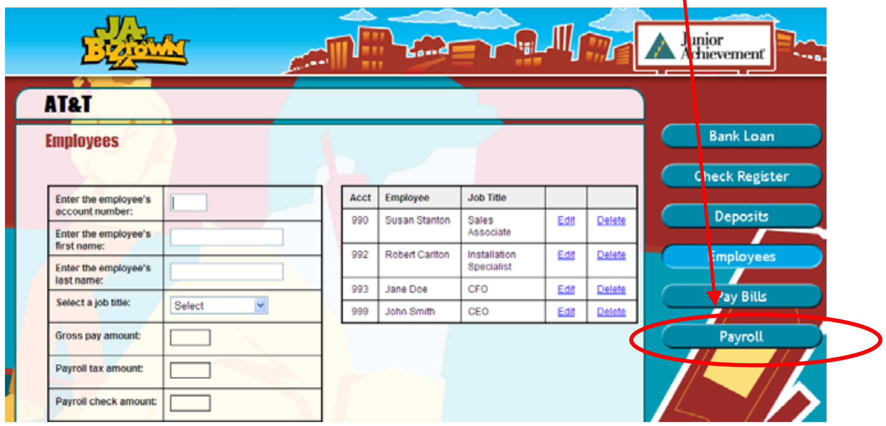
- The salary and tax amounts appear on the screen! Be sure that the salary on the computer matches the **Business Costs Sheet.**
- Click on **Add Employee**, then click on **OK** if all is correct, and the following box will appear on the screen.

Acct	Employee	Job Title		
999	John Smith	CEO	Edit	Delete

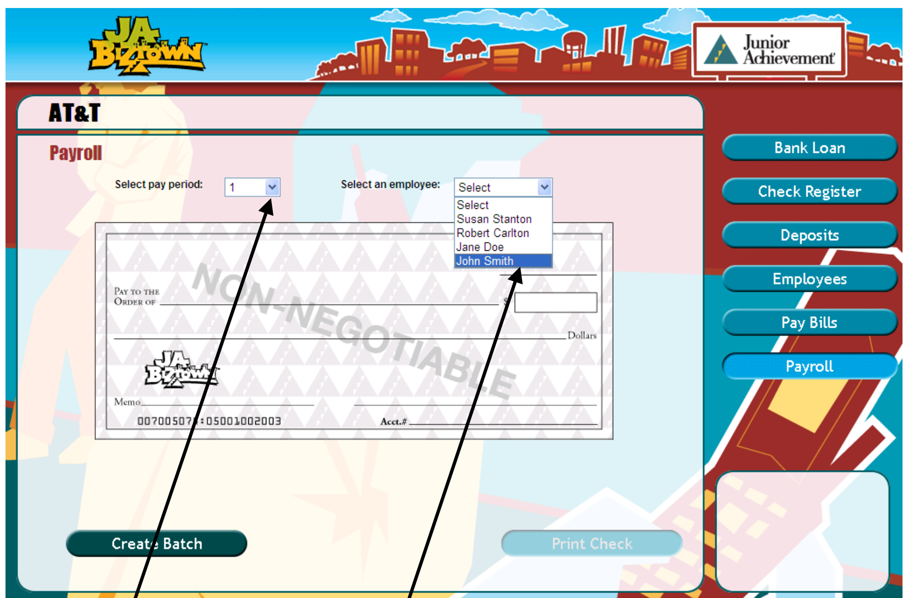
- If you made a mistake, click on **Cancel** and start over for that employee.
- Add all employees, and then turn to the next page for payroll directions.

4. Print Payroll Checks

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



- The following screen will appear.



- **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 **<u>ONLY</u>** 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 business customers for rent and utilities.

- Use the computer to record deposits and print deposit tickets. Click on the **Deposits** button, and the screen below will appear.

- **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.

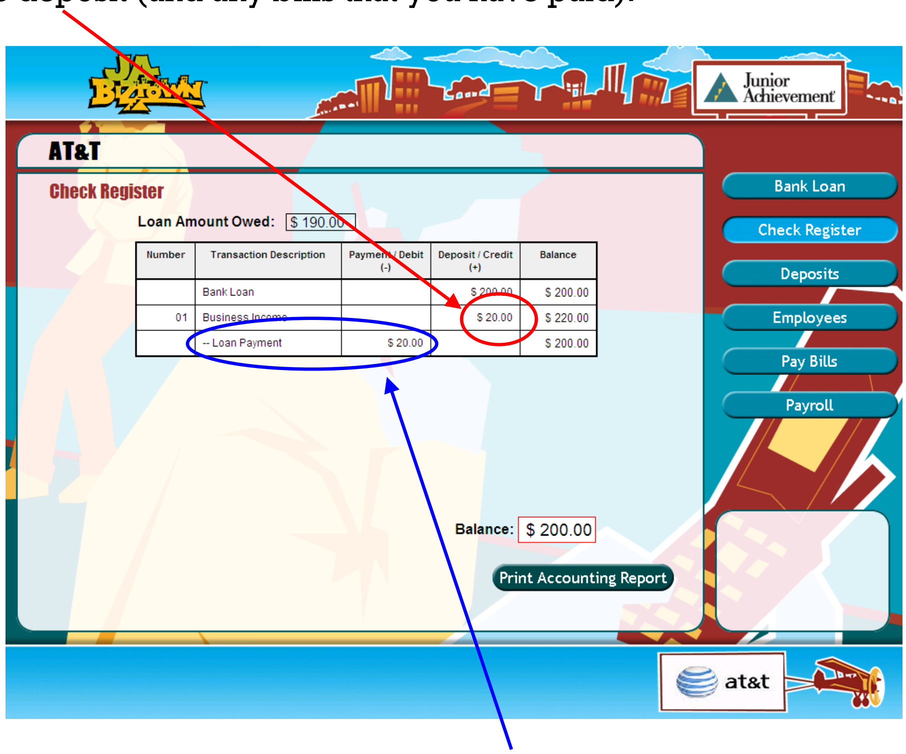
- The screen above will appear, showing **Deposit number 2**. You are ready for your second deposit of checks if you receive more. Follow the procedure above for making an additional deposit.

- 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).



- 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™

Realty Office Property Appraiser

You are responsible for surveying each business property in *JA BizTown* and completing a **Property Appraisal** for each business. Your work must be neat and accurate. Work with business employees in a friendly, courteous manner.

1. Get the Distribution Center check from the Realty Office CEO. Take it to the Distribution & Delivery Center and purchase supplies for the Realty Office.

2. After returning to your shop with the business supplies, do the following:
   a. Give the **Utility Applications** and **Energy Certificates** to the Energy Scientist.
   b. Keep the **Property Appraisals** at your desk.

3. During start-up time, use the **Property Appraisal Checklist** as you complete a **Property Appraisal** for each business.
   a. Enter the business names found on the checklist at the top of each of the **Property Appraisals**.
   b. Write today's date on the line provided.
   c. Continue this process until you have a **Property Appraisal** prepared for every business on your **Property Appraisal Checklist**.

4. Practice using the surveyor's measurement wheel by measuring the space in the Realty Office.

5. <u>After</u> the Pledge of Allegiance, begin to visit each business to complete the **Property Appraisals:**
   a. Using the surveyor's measurement wheel, measure the length and width of each business space and note the measurement in the space provided on the **Property Appraisal** form.
   b. Complete the "Total On Hand" section of each **Property Appraisal** by counting the items described.
   c. Have the CEO in the business sign the bottom of the **Property Appraisal** on the line labeled "**Business CEO**."

6. After you have completed the above process for three businesses, return to the Realty Office and calculate the "Value Amount" for each line item and a "Total Value" for each business. Then:
   a. Sign the **Property Appraisals** on the line labeled "**Property Appraiser**."
   b. Return to the businesses and hang the **Property Appraisal** on the bulletin board of the business.

7. Continue step #5 and #6 until all Property Appraisals have been completed.

8. Assist with business clean-up at the end of the day.

JA BizTown™

Realty Office Leasing Agent

You are responsible for completing **Rental Agreements** for each *JA BizTown* business. You will also collect the "For Rent" signs from each business. Work with business employees in a friendly, courteous manner.

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. During start-up time, use the Leasing Agent computer and the **Leasing Agent Checklist**, and follow the on-screen directions and print a **Rental Agreement** for each business.

   a. In the dropdown box, click the first business name listed on the checklist.
   b. Enter $8.00 as the amount owed.
   c. Click on the "Print Rental Agreement" button, and click "Print" in the print box.
   d. Write your signature on the line labeled "Rental Agent" at the bottom of the form.
   e. Mark an "X" in the column labeled "Completed Rental Agreement" on the **Rental Checklist** on the clipboard.
   f. Continue this process until you have a **Rental Agreement** completed for every business on your **Rental Checklist**.

3. <u>After</u> the Pledge of Allegiance, take the **Rental Agreements** and your **Leasing Agent Checklist** with you and begin to visit each business. Do the following:

   a. Ask the CEO of each business to sign the **Rental Agreement** on the line labeled "Tenant Signature." Mark an "X" in the column, "CEO Signed Rental Agreement" on the **Leasing Agent Checklist**. Explain to each CEO that you will be back later to deliver the invoice for the rent payment. **Do not leave** the agreement with the CEO, but instead keep it with you to take back to the Realty office.
   b. Collect the "For Rent" sign from each business as you leave and place a checkmark on your checklist.
   c. Continue these steps until all **Rental Agreements** have been signed and all "For Rent" signs collected. (Hang the For Rent signs on the pegs inside the Realty Office door)
   d. Return to the Realty Office and file all the **Rental Agreements** in the folder labeled "Signed Rental Agreements".

4. Take the completed **Signed Rental Agreements** folder to the District Attorney in City Hall. He / she will sign them and return them to you later in the day. Return to the Realty Office.

5. Use the **Leasing Agent Rental Billing Checklist** and the **Billing Computer**, follow the on-screen directions and print a **Rental Invoice** for each business. The amount of each invoice is $8.00 per business. Keep track of the invoices you print by marking an "X" in the "Invoice Printed" column of the checklist. After invoices are printed, do the following:

(***Realty Office Leasing Agent*** *continued)*

(***Realty Office Leasing Agent*** *continued)*

a. Locate the Realty Center address stamp and black ink pad.

b. Using the envelopes provided to you in your yellow folder, stamp the center of each envelope with your business address. (Postage is already on each envelope). See the sample in your yellow folder.

c. Put the completed invoices and envelopes in the green **"Completed Invoices and Envelopes"** folder.

6. Using the green "**Completed Invoices and Envelopes**" folder, begin to deliver a Rental Invoice and return Envelope to each business CFO. Explain to the CFO that the check for the payment should be placed in the return envelope provided and then placed in Brown box in the town center.

7. After the invoices have been delivered, help others where needed to keep your business running smoothly.

8. Assist with business clean up at the end of the day.

JA BizTown™

Realty Office
Leasing Agent Checklist

Use this checklist by putting an "X" in the appropriate column, after you have completed each task. This will help you stay organized throughout the day.

Using the Leasing Agent computer:

1. Click on the Property Rental button on the right side of the screen
2. Select the first business listed below and type $8.00 for the amount of the property rental.
3. Print a **Rental Agreement** for $8.00 for each JA BizTown business.

After you have printed all the Rental Agreements:

1. Visit each business and have the CEO sign their Rental Agreement form on the **Tenant Line**. You sign on the Rental Agent line. (no signature is needed on the witness line) The Attorney will sign them later.
2. Let the CEO know you will be delivering the Rental Invoice later.
3. Take down the "For Rent" sign and return it to the Realty Office. Place on the pegs inside by the door.

After All the Rental Agreements have been signed:

1. Place the agreements in the **Signed Rental Agreements folder** and take the folder to the District Attorney in City Hall.
2. Use the Billing computer and print an invoice for each business.
3. Begin to visit each CFO and deliver the Rental Invoice and Envelope.

Business Name	**Rental Agreement Printed**	**CEO Signed Rental Agreement**	**Collected "For Rent" Sign**	**Invoice Printed for Rent payment**	**Invoice and Envelope delivered**
Bank					
City Hall					
Construction Company					
Distribution & Delivery Center					
Graphics Shop					
Lab Works					
Newspaper					
Planet Earth					
Radio Station					
Restaurant					
Sports Shop					
TV Station					
Wellness Center					

JA BizTown™

Realty Office Energy Scientist

You are responsible for reading the utility meters, performing an experiment on the Heat Produced from Light Bulbs, and completing the electric utility applications for each *JA BizTown* business. You represent your business to the community so always remember to be courteous to customers.

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. Read and follow the directions in the **Energy Scientist Experiment Manual**.

3. Using the **Experiment Manual** and **Heat Produced from Light Bulbs Data Sheet**, (in the front pocket of the manual), follow the directions in the manual and complete <u>Part 1</u> of the experiment, **"Heat Produced from Light Bulbs"**.

4. After completing Part 1 of the experiment, use the **Energy Scientist Checklist** (on the clip board) begin to visit each business and read the utility meters. Enter the readings on the **Energy Scientist Checklist** beside the business name and in the column labeled **"Meter Reading #1".** Begin at the TV Station and read the meter in each business going around Town Square and finishing in the Restaurant. Then return to your office.

5. After returning from gathering the Meter Reading #1 from each business, follow the directions in the experiment manual and complete <u>Part 2</u> of the experiment. Record your data results (Thermometer Reading) on the Heat Produced from Light Bulbs **Data Sheet**.

6. <u>**After the Opening Town Meeting**</u>, follow the directions in the experiment manual and complete <u>Part 3</u> of the experiment, "Heat Produced from Light Bulbs.

7. During the Yellow Lunch Break, take the **Energy Scientist Checklist** and return to each business to read the meters again. Enter the readings on the **Energy Scientist Checklist** beside the business name and in the column labeled "**Meter Reading #2**". Begin at the TV Station and read the meter in each business going around Town Square to the Restaurant.

8. Return to the Realty Office and give the completed Energy Scientist Checklist to the CEO to calculate and complete a Utility Bill for each business.

9. Read and follow the directions in the experiment manual. Complete <u>Part 4</u> of the experiment, "Heat Produced from Light Bulbs".

10. After completing Part 4 of the experiment, take your **Electric Utility Applications** with you as you again visit each business. Follow these directions:

    a. Record the meter serial number on the line provided at the top of the **Electric Utility Application**.
    b. Write the name of the business on the **Electric Utility Application**.

(***Realty Office Energy Scientist*** *continued)*

- c. Have the business CEO sign the **Electric Utility Application** on the line labeled "CEO Signature."
- d. Write your initials on the line labeled "Energy Scientist Initials."
- f. Continue as above until you have completed an **Electric Utility Application** for every business on the **Energy Scientist Checklist**.

11. Return to your office. File the **Electric Utility Applications** in the folder on your desk labeled "**Completed Electric Utility Applications**."

12. Complete the hypothesis (or conclusion) of the experiment on the Heat Produced from Light Bulbs Data Sheet.

11. Take the large recycling bin and collect the recycled paper from each business and place in the large recycling bin. Leave the bin in your business for JA BizTown staff to collect at the end of the day.

12. If timer permits, complete an Energy Saving Certificate for each business. Distribute one to each business, let the CEO know ways to conserve energy, and hang the certificate on the bulletin board.

12. Assist with business clean up at the end of the day.