

JA BIZPREP



PROFESSIONAL
OFFICE



JA
BIZTOWN™

WELCOME LETTER

Business CEO:

We are looking forward to your school's on-site simulation visit to *JA BizTown* and hope that you and your team are, as well. We know you are learning a lot about operating your own business and handling your own checking account. Before long, you will be able to put your knowledge to work and, hopefully, see success for both yourself and your business.

You will find many important papers in this BizPrep Packet. All pages must be read and/or completed before coming to *JA BizTown* and must be brought with you on the day of your on-site visit. There are also several tasks to be completed in preparation for your visit. Please use the checklist below to assure that all paperwork and tasks are completed.

_____ The Business Costs Sheet has been completed and checked for accuracy.

_____ The Loan Application has been completed and is ready to be taken to the *JA BizTown* Bank.

_____ The Promissory Note has been completed and is ready to be taken to the *JA BizTown* Bank.

_____ The Radio Ad has been written clearly and legibly.

_____ The Newspaper Ad is completed neatly and correctly.

_____ The Webpage Ad is completed neatly and correctly.

_____ The Philanthropy Pledge Sheet (if your business decided to support charitable giving) has been signed, indicating your business' pledge to support charitable giving.

_____ Each employee has:

- Written his/her name on the top left corner of every personal check and deposit ticket.
- Written his/her account number on the bottom right corner of every personal check and deposit ticket.
- Completed the first deposit ticket and first deposit entry in the checkbook register (receive \$2.00 in cash back from the first paycheck).
- Written the check to the Bank for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

_____ Each employee has a name tag (with name, business name, and job title).

During business start-up on the day of your simulation visit, give this completed signed letter to one of the *JA BizTown* staff members. Your signature at the bottom of this page indicates that your business team is ready for business! Thank you for handling this responsibility!

Our business has prepared each of the above items: _____

(CEO's Signature)

BUSINESS COST SHEET: PROFESSIONAL OFFICE

Student Name	Account #	Salary	Total Salary
CEO _____	192	\$9.00 x 2=	\$ _____
CFO _____	193	\$8.50 x 2=	\$ _____
INSURANCE AGENT _____	194	\$8.00 x 2=	\$ _____
CPA #1 _____	195	\$8.00 x 2=	\$ _____
CPA #2 _____	196	\$8.00 x 2=	\$ _____
NON-PROFIT DIRECTOR #1 _____	197	\$8.00 x 2=	\$ _____
NON-PROFIT DIRECTOR #2 _____	198	\$8.00 x 2=	\$ _____
INVESTMENT ADVISER #1 _____	199	\$8.00 x 2=	\$ _____
INVESTMENT ADVISER #2 _____	200	\$8.00 x 2=	\$ _____
REALTOR _____	201	\$8.00 x 2=	\$ _____
PROPERTY APPRAISER _____	202	\$8.00 x 2=	\$ _____
Total of All Salaries			\$ _____

OPERATING COSTS	
Advertising	\$4 to Newspaper \$4 to Radio Station \$4 to Communication Center
Taxes	\$5 to City Hall
License	\$4 to City Hall
Insurance	\$4 to Professional Office
Rent	\$8 to Realty Office
Supplies	\$5 to Delivery
Philanthropy	\$2 to Non-profit Organization
Utilities	\$5 to Municipalities
Recycling	\$2 to Municipalities

Total of **All Operating Costs** \$ 47.00

Total of **Salaries + Operating Costs** \$ _____

LOAN APPLICATION

Business name: _____

Do you provide a: Goods or Service

EMPLOYEE INFORMATION (See Business Costs Sheet)

Total Number of Employees: _____

Total of all salaries: \$ _____

OPERATING COSTS INFORMATION
(See Business Costs Sheet)..... Total operating costs: \$ _____

TOTAL AMOUNT REQUESTED
(Add employee salaries and operating costs together.)..... \$ _____

TOTAL INTEREST AMOUNT
(Multiply 5% times the Total Amount Requested.)..... \$ _____

TOTAL AMOUNT DUE
(Total Amount Requested + Total Interest Amount)..... \$ _____

As a representative of the above named business, **I agree to repay the Total Amount Due**, which includes both the amount requested and interest. I certify that the above information is correct to the best of my knowledge.

(Business CEO's Signature)

(Date)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

PROMISSORY NOTE

Date _____

The undersigned promises to pay the *JA BizTown* Bank the sum of \$ _____

(total amount requested) plus interest at 5% per day on or before the close of business

on _____ .

(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the bank's costs of collection, including reasonable attorney's fee.

By: _____

(Business CEO's Signature)

(Business Name)

Verified: (signed at *JA BizTown*)

(Attorney Signature)

NEWSPAPER AD

Business Name

The newspaper published at *JA BizTown* will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the JA BizTown visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 150 characters (20-25 words), write below a descriptive advertisement for your business. Be creative!

WEB PAGE AD

Business Name _____

This Web Page Ad will be picked up by an Ad Executive from the Communication Center during your visit.

Create an informative slogan for your business that is 30 letters and spaces or less.

List three (3) one-word quality characteristics that are important to your business. Examples include honesty, creativity, good service, timeliness, safety, etc.

PHILANTHROPY PLEDGE SHEET

Good citizens are people who accept their share of responsibility for making their community at *JA BizTown* a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at *JA BizTown*, student citizens have the opportunity to donate money to a worthy *JA BizTown* nonprofit organization. The non-profit organization at *JA BizTown* is Junior Achievement.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO's Signature: _____

Employees' Signatures: _____

