




City Hall



Welcome to Your Volunteer Day at JA BizTown City Hall!

We appreciate all your assistance today in making this an outstanding learning experience for the students employees in City Hall. Please dispose any coffee, juice, or soda in The Smokehouse Market **BEFORE** students arrive. You may have bottled water in your business throughout the day.

Your Day

- City Hall collects payroll and property taxes, recycles, exhibits artwork, offers voting, manages nonprofit giving, and presents awards.
- Before the JA BizTown “citizens” arrive, a JA staff member will greet you and provide some hints for the day.
- When the citizens arrive, they will be seated in the common area. We encourage you to listen to the orientation that they receive.
- At the end of the orientation, the employees will report to you, and you will cover all the points on pages 3-9. Then they will begin their work.
- The Town Treasurer gets started right away.
- **Important employee tasks to double-check**
 - No one leaves City Hall until the Opening Town Meeting. 
 - The Mayor will emcee town meetings, conduct surveys to determine the town’s quality business and citizens of the day.
 - The Town Treasurer handles the payroll and pays all bills. The Town Treasurer also makes business deposits, so City Hall can repay its loan.
 - The IRS Agent delivers tax bills, collects taxes, and gives payments to the Town Treasurer.
 - The art show is set up and broken down up by the Executive Director.
 - The Environmental Agent will collect businesses’ recycling paper and perform surveys.
 - The Non-Profit Director will run the Duck Adoption at the Gazebo.
 - The Election Commissioner will advertise and supervise the voting procedure
- This Volunteer Guide breaks out the day into its main parts:
 - **Business Start-up** – pages 3-9
 - **First Work/Break Rotation** – page 10 (*continued on next page*)



City Hall



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- **Staff Meeting** – page 11
 - **Second Work/Break Rotation** – page 12
 - Some general information is located on page 13.



Deposit Ticket

(All workers should complete the following. They should have done this at school, but please check.)

- Name and account number should be on each deposit ticket.
- The first deposit ticket should have been completed at school. Students know how much they will be paid (*located on the Business Costs Sheet in the JA BizPrep envelope*). A payroll tax of 2% is deducted, so their paycheck will be 98% of their salary.
- If they want cash back (\$2.00 maximum per pay period), they must subtract \$2.00 from the paycheck amount. The “net deposit” will be the amount that is deposited in the bank. For example, if a worker is paid \$8.82 and wants \$2.00 in cash, the net deposit is \$6.82. They must sign the deposit ticket for cash back.
- They should **tear out** the deposit ticket BEFORE going to the bank.
- **They should have the deposit entered in their checkbook registers.**

DEPOSIT TICKET

Name _____

CASH	CURRENCY	
	COIN	
LIST CHECKS SINGLY		8 82
		.
		.
		.
SUBTOTAL		8 82
LESS CASH RECEIVED		2 00
NET DEPOSIT		\$ 6 82

Date _____ 20____

Deposits may not be available for immediate withdrawal.

signature
←

Signature required for cash received.

Acct.# _____

first paycheck amount

8 82

signature

Go to next page to see deposit ticket answers for each job.



Deposit Ticket Answers for All Jobs

CASH	CURRENCY	.
	COIN	
LIST CHECKS SINGLY		8.82
		.
		.
SUBTOTAL		8.82
LESS CASH RECEIVED		2.00
NET DEPOSIT \$		6.82

Acct.# _____

Mayor

CASH	CURRENCY	.
	COIN	
LIST CHECKS SINGLY		8.33
		.
		.
SUBTOTAL		8.33
LESS CASH RECEIVED		2.00
NET DEPOSIT \$		6.33

Acct.# _____

Town Treasurer

CASH	CURRENCY	.
	COIN	
LIST CHECKS SINGLY		7.84
		.
		.
SUBTOTAL		7.84
LESS CASH RECEIVED		2.00
NET DEPOSIT \$		5.84

Acct.# _____

IRS Agent

Environmental Agent
Non-Profit Director
Arts Executive Director
Election Commissioner

Go to next page.



City Hall




Check to Bank of America

- Each worker should have a \$1.50 check written to Bank of America to open a savings account.

Name student name date 20

PAY TO THE ORDER OF Bank of America \$

One and 50/100 Dollars

 **BANK**

Memo open savings account signature

Acct.# number

- You may need to explain that they do NOT endorse this check.
- Make sure that students enter and subtract \$1.50 to Bank of America for saving in their checkbook registers.
- Remind them to go to the bank savings officer, after making their first deposit, to present the check and pick up a savings certificate.
- There is only one saving transaction, and it occurs during the first break.
- Encourage students to take their savings certificates to Wells Fargo Advisors to **purchase stock** at any time during the day.
- *Go to next page.*



City Hall



Checkbook Register

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		deposit				6 82		+ 6 82
								6 82
001		Bank of America	1 50					- 1 50
								5 32

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		deposit				6 33		+ 6 33
								6 33
001		Bank of America	1 50					- 1 50
								4 83

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		deposit				5 84		+ 5 84
								5 84
001		Bank of America	1 50					- 1 50
								4 34

- Is correct **net** deposit entered?
- Is the check to Bank of America entered?
- Are new balances on the gray lines accurate?
- *Go to next page.*



Paycheck

- Have the Mayor sign the first set of paychecks printed by the Town Treasurer.
- The pay stub should be cut from the paycheck.
- Tell the Mayor to pass out the first-payroll checks stubs to the employees.
- BEFORE GOING TO THE BANK, EMPLOYEES SHOULD:
 - **ENDORSE** their paychecks!
 - **TEAR OUT** the deposit ticket and \$1.50 check to Bank of America.
- AT THE BANK, EMPLOYEES WILL:
 - **TAKE** the endorsed paycheck, deposit ticket, and \$1.50 check to the Bank. (It is not necessary to bring the checkbook register and pay stub.)
 - **WAIT** in line for the next available teller.



Employees must endorse their paychecks!

- *Go to next page.*



7. Explain that all workers should now read their **job descriptions** in their Employee Manuals. Make sure that they understand their jobs before the day begins. This is very important!
8. Have employees begin their tasks according to their job descriptions.
 - The **Mayor** will prepare a speech for the Opening Town Meeting, learn about the awards process, and sign paychecks.
 - The **Town Treasurer** will print two sets of paychecks.
 - The **IRS Agent** will prepare W-4 forms for businesses.
 - The **Environmental Agent** will distribute materials from the Warehouse and study tasks to be completed later.
 - The **Non-Profit Director** will apply for nonprofit status, place labels on Certificates of Appreciation, and practice speech for Opening Town Meeting.
 - The **Arts Center Executive Director** will prepare advertising.
 - The **Election Commissioner** will set up the voting booths, the Display Board and prepare advertising.
9. When supplies come from the **Warehouse**, the Environmental Agent will distribute them according to his/her instructions in the Employee Manual.
10. All City Hall employees remain in the business until it is time for the **Opening Town Meeting**. (They may go to the restroom.)
11. **Please Remember:** You will assist the employees during the day. You ensure that they do their jobs. You do not complete their tasks for them. Continually remind them to refer to their Employee Manuals to complete all work, using words such as “How are you coming on,” “Let’s look at your manual and check how you are doing,” or “Have you finished all these tasks? What’s on the next page?” (Note: If you ask them if they’re finished for the day, many employees will say yes, even though they are not. They may be unaware that there is more because they have quit looking at the manual or haven’t turned the page.)

You will use the next page for information on the first work/break rotation.



GUIDE TO THE FIRST WORK/BREAK ROTATION

- The Mayor will take the promissory note and loan application to the bank; get the Certificates of Appreciation from the Nonprofit Director and date, sign, and deliver them; and begin the Quality Business Survey.
- The Town Treasurer will also prepare invoices for recycling and business nonprofit donations.
- The Town Treasurer will pay bills, which the Mayor signs. If the Mayor is not available, the Town Treasurer may sign.
- The IRS Agent will print the payroll report. Then the IRS Agent will prepare and print tax bills, delivering 3-5 tax bills at a time.
- The Environmental Agent will pick up all recycling in the town. Then the Agent will deliver the city invoices for recycling and business nonprofit donations. The Agent will also begin a recycling survey.
- The Non-Profit Director will pick up Philanthropy Pledge Sheets and set up and man the Adopt a Duck program in the Gazebo.
- The Arts Center Executive Director will set up the art exhibit around the gazebo. Instructions are provided in the gray bin next to the pictures. Once the exhibit is set up, the Director sits in the blue chair to assist visitors.
- The Election Commissioner will put out the display board, hang up the ads and try to get the citizens to vote.
- *Go to the next page for information on the Staff Meeting.*



VOLUNTEER GUIDE TO STAFF MEETING

1. This meeting occurs between the two work/break rotations.
2. All business stops. All employees should be in City Hall.
3. Have them sit on the floor.
4. The Mayor should distribute the second set of signed, green paychecks to all employees (with the pay stub cut apart).
5. Each employee should:
 - a. **endorse** the paycheck,
 - b. **decide** if s/he wants any cash back,
 - c. **prepare** a second deposit ticket, and
 - d. **enter** the transaction into the checkbook register.
6. Check employee checkbook registers for accuracy for all transactions. Sometimes, employees think that they have more money in the bank than they do because they haven't entered all transactions into the checkbook register.
7. Remind employees that during the second break they:
 - a. have **30 minutes** for the break,
 - b. will **eat lunch** at The Smokehouse Market, where they will use JA BizTown cash to purchase a drink. (You may eat as well.)
 - c. will have their **final opportunity to spend** their money, and
 - d. must **return to work** at the end of the break.

Go to the next page for instructions on things to look for during the second work/break rotation.



GUIDE TO THE SECOND WORK/BREAK ROTATION

- The Mayor finishes the surveys and fills out the certificates for the Quality Business of the day and the two Citizens of the Day.
- The Mayor will prepare his/her Closing Town Meeting Speech, entering all important information.
- The Mayor should also make sure that the Town Treasurer receives all checks so that deposits may be made at the bank.
- The Town Treasurer must enter incoming business payments into the computer and generate deposit tickets. Deposits must be taken to the bank. Up to eight (8) checks can be put on one deposit ticket.
- The Town Treasurer must prepare a Business Report to read at the Closing Town Meeting. This is done as soon as all deposits have been made. The blue report is located in the Town Treasurer employee manual. Instructions are located on the report.
- The IRS Agent will collect any remaining tax payments and collect completed W-4 Forms at each business.
- The Environmental Agent will conduct Safety Audits and finish the recycling survey, if necessary.
- The Non-Profit Director will deliver Philanthropy Certificates, collect payments, and report the Lucky Duck Number to the Mayor.
- The Arts Center Executive Director will continue assisting visitors and break-down the exhibit later in the day. The Director will conduct the drawing for the t-shirt at the Closing Town Meeting.
- The Election Commissioner keeps trying to get citizens to vote, will get a JA staff member to print off the voting report and prepare the Closing Town Meeting Speech.

END OF DAY – CLEAN UP

- Business papers should be placed in the JA BizPrep envelope (especially the printed Accounting Report) for the CEO to return to school.



END OF DAY – CLEAN UP (continued)

- Employees should make their workstations look like they did at the beginning of the day.
- The Employee Manuals remain at JA BizTown.
- Thank you once again for your help! We can't do it without you! We will e-mail a survey so you may provide feedback to us about your day.
- Thanks for making this day unforgettable for the kids!



City Hall



JA BizTown Volunteer Basics

Student Illness: Please contact a JA staff member or a teacher, if a child should become ill. We have first-aid supplies and a private area where an ill child can rest. A JA staff member will work with classroom teachers to determine if parents need to be called. Band-aids may be obtained from a JA staff member.

Medication: Student medications must be administered by classroom teachers. Medicine needing refrigeration will be kept in the refrigerator in the training room, and it must be clearly marked for a specific child.

Dismissal: Students are dismissed immediately following the Closing Town Meeting.

Weather Emergency: In the event of a weather emergency, a JA staff member will provide immediate verbal directions to all students, teachers, and volunteers. If this should occur, please make sure all students are quiet in your business and are listening to evacuation instructions. Students will likely move to another location in the building, and you will need to assist in an organized evacuation.

Restrooms: Restrooms are located inside JA BizTown in the hallway between CW11 and Bank of America. Please remind students that they should use these restrooms and must remain in JA BizTown at all times.

Student Photographs: If students have a symbol on their nametags (e.g. star), this means that those students are not allowed to be photographed or on TV.

Lost and Found: Please see a JA staff member, if a student is missing an item. We have a lost and found area, and a JA staff member will assist you.

Lost Lunch: If a student is missing or has forgotten a lunch, please see a JA staff member, and we will do our best to provide something for the student.