


Welcome to Your Volunteer Day at JA BizTown Professional Offices!

We appreciate all your assistance today in making this an outstanding learning experience for the students employees in Professional Offices. 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

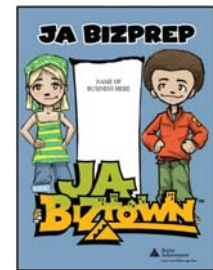
- The Professional Offices provide legal, accounting, and insurance services to businesses. The Realtor is also located in the Professional Offices.
- Before the JA BizTown “citizens” arrive, a JA staff member will greet you and provide some hints for the day.
- When the citizens arrive, they will be 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 2-8. Then they will begin their work.
- **Important employee tasks to double-check** 
 - No one leaves Professional Offices until the Opening Town Meeting.
 - The Attorney will sign legal documents and decide two legal cases.
 - The CPA will conduct business audits of several businesses.
 - The Insurance Agent will generate invoices, check business property and collect insurance payments from businesses.
 - The Realtor will collect rent from businesses and conduct property appraisals.
 - The CFO handles all financial matters for the Professional Offices.
- This Volunteer Guide breaks out the day into its main parts:
 - **Business Start-up** – pages 2-8
 - **First Work/Break Rotation** – page 9 (*continued on next page*)
 - **Staff Meeting** – page 10
 - **Second Work/Break Rotation** – page 11
- Some general information is located on page 13.

VOLUNTEER GUIDE TO START-UP BUSINESS MEETING

During your business start-up meeting with the students after the orientation, **please be sure to complete the following.**

1. Have the students sit on the floor around you, and introduce yourself and other volunteers, if appropriate.
2. Give students the appropriate **job button** to wear, found with the Volunteer Information in your business.

3. Make sure that you have the **JA BizPrep** envelope, containing work that the students completed at school. They will need these pages throughout the day.



4. Tell the Attorney to give the **Business Costs Sheet** to the CFO (located in the JA BizPrep envelope).

Expense Name	Amount	Date	Other
Advertising
Business Cards
Business Insurance
Business License
Business Plan
Business Stationery
Business Travel
Business Vehicle
Business Website
Business Writing
Business Xerox
Business Yellow Pages
Business Zines
Business Telephone
Business Fax
Business Mail
Business Postage
Business Printing
Business Stationery
Business Website
Business Xerox
Business Yellow Pages
Business Zines
Business Telephone
Business Fax
Business Mail
Business Postage
Business Printing

5. Tell the CFO to go to the computer and begin processing the payroll, following the instructions in the CFO Employee Manual.
 - a. The CFO will print payroll checks for first pay period and second pay period, which the CEO/Attorney will sign.
 - b. The CEO/Attorney will hand out the first pay period checks. The CFO will file the second pay period checks.
6. Go over the students' personal JA BizTown **checkbooks**.

Explain that, when they go to the bank, they must have the following done or they will not be permitted to proceed to a teller.

PLEASE check their work. This is very important! (*Go to next page.*)

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.# _____

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.# _____

CASH	CURRENCY	.	
	COIN		
LIST CHECKS SINGLY			8 33
		.	
		.	
SUBTOTAL			8 33
LESS CASH RECEIVED			2 00
NET DEPOSIT \$			6 33

Acct.# _____

Attorney

CFO

CPA

Insurance Agent

Realtor

Go to next page.

Checkbook Register

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

- 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 Attorney sign the first set of paychecks printed by the CFO.
- The pay stub should be cut from the paycheck.
- Tell the Attorney 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.
 - **GIVE** their \$1.50 savings check to the Bank of America Savings Officer on the way out of the bank.
- AFTER VISITING THE BANK, EMPLOYEES SHOULD:
 - **VISIT** MasterCard Worldwide to pick up their debit card.



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 **Attorney** will sign paychecks and read the *Case of the Missing Cell Phone*.
 - The **CFO** will print paychecks for pay period one and pay period two.
 - The **CPA** will print invoices for legal and accounting services.
 - The **Insurance Agent** will fill out the top portion of Insurance Policies (one for each business).
 - The **Realtor** will work on Rental Agreement, Rental Checklist, and Property Appraisal forms.
9. All Professional Offices employees remain in the business until it is time for the **Opening Town Meeting**. (They may go to the restroom.)
10. **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 **Attorney** will take the Promissory Note and Loan Application to the bank, sign the Bank Charter, work on the Case of the Missing Cell Phone, and review, sign, and return selected Promissory Notes.
- The **CFO** will pay bills, which the Attorney signs. If the Attorney is not available, the CFO may sign. The CFO will also start depositing business checks as they come in.
- The **Insurance Agent** will go to each business and complete an inventory of property to be insured. Then the Insurance Agent will return to the Professional Offices to complete the Insurance Policy for each business. The Insurance Agent will also generate invoices for business insurance.
- The **CPA** will deliver bills for legal and accounting services to businesses. When finished, the CPA will visit BizTown businesses to perform a Business Audit using the CPA Audit Spreadsheet.
- The **Realtor** will prepare an invoice for rent for each business. After all business invoices have been prepared, the Realtor will leave the Professional Offices and visit each business for completion of the Rental Agreement and Property Appraisal. The Realtor Invoice is delivered to each business during the visit.
- *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 Professional Offices.
3. Have them sit on the floor.
4. The Attorney 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 **Attorney** will:
 - review and sign rental agreements.
 - work on the Case of the Slippery Pickle, and
 - prepare the Closing Town Meeting Speech.
- The **Attorney** takes the Business Report (prepared by the CFO) back to school in the JA BizPrep envelope.
- The **CFO** must track incoming payments on the yellow Accounts Payable/Receivable Checklist. In addition to business payments, Professional Offices will receive a Junior Achievement check for attorney fees. All incoming checks must be entered into the computer to generate deposit tickets. Deposit tickets and the corresponding checks must be taken to the bank. Up to eight (8) checks can be listed on one deposit ticket.
- The **CFO** 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 CFO employee manual. Instructions are located on the report.
- The **Insurance Agent** will:
 - complete paperwork for an Insurance claim made by KJAR
 - take insurance policy and invoice to each business, and
 - collect payment.
- The **CPA** will continue completing Business Audits for more businesses and collect any remaining payments from businesses for legal and accounting services.
- The **Realtor** will continue completing Property Appraisals and collecting payment for rent from each business.

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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.
- Employees should make their workstations look like they did at the beginning of the day.
- The Employee Manuals remain at JA BizTown. Please collect all **job buttons** and return them to the Volunteer Information bin.
- 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!

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 KPLR 11 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.