JA BizTown™

Bank Commercial Lending Officer

You are responsible for approving and signing all of the Loan Agreements, making sure CFO’s know how to pay their loans off and reminding them to do so. Make sure retail shop CEO’s price items accordingly, and encourage business CEO’s to fill out their Setting Prices/Calculating Items worksheet.

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. Once the CEO has approved the loan paperwork from each business, they will give the paperwork for you to look over, **approve and sign**. Double check the amounts on your iPad and on your Commercial Lending Officer Worksheet, note the total amount of loan due from each business, this is the loan amount plus interest.

3. **Throughout the afternoon**, you will be visiting CFO’s to make sure that they are making payments towards their loan. Show them how to make these payments. A JA staff person will train you on this. Use your Commercial Lending Officer Worksheet to check off when a payment has been made.

4. **During the Business Start Up and the Red Lunch Break**, meet with the retail shop CEO’s to make sure that they are pricing all of their retail items above $2.00. They should be using the suggested retail prices in their Merchandise Catalog and on their supply packaging form from the Distribution & Delivery Center. Look at your Retail Shop Suggested Price List and make sure that they are pricing items correctly (these do not have to be exact, slightly under or over is fine). Encourage the CEO’s to fill out their Setting Prices/Calculating Items worksheet. You have a sample of this in your yellow job manual.

5. **During the afternoon shopping breaks**, work with the Bank CEO to see which businesses have started to pay off their loans and visit those businesses with your iPad that have not made any, or many, payments yet. Remind them to make these payments. Check off on your Commercial Lending Officer Worksheet when the loan has been paid.

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