




First Bank CEO

You are responsible for the operation of the First Bank. You will open the safe, approve loans to businesses, approve business deposits, supervise the staff, and more. It is important that customers are happy with First Bank's services. You also will have the responsibility of signing checks.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Remain in your business until the Opening Town Meeting to help with business start-up. Your business needs everyone's help before it opens.
2. Open the **JA BizPrep** envelope that came from school. An arrow points from the text 'JA BizPrep envelope' to a small image of a 'JA BizPrep' envelope featuring two cartoon characters and the text 'JA BizPrep'.
3. Give a copy of **Request for Direct Deposit of Net Pay** to all employees and tell them to complete it. When they are finished, collect the forms and give the forms and **Second Period Payroll Checks** to the **Customer Service Manager**.
4. Keep your **JA Biz Prep** envelope in the black mesh holder on your desk.
5. Open the safe for the Customer Service Manager who will distribute cash to the tellers.
6. Locate the **Application for Bank Charter** on your desk. Complete the information requested. Wait until after the National Anthem then take it over to Professional Offices and have the Attorney sign the Charter.
7. Complete the **CEO Opening Town Meeting Speech** on your desk. Practice reading it to a volunteer in the bank.
8. Attend the training for the Tellers and Customer Service Manager so that you can substitute for them when they go on break.
9. Sign and hand out first paycheck to all employees.
10. Show the **Professional Offices Pledge Card** to all employees in your office and ask for their support of United Way. Employees should check the amount they would like to pledge and write their initial to confirm the donation.
11. After you have completed the above, **turn the page** to review your next tasks.



DURING THE FIRST SET OF WORK/BREAK ROTATIONS (AFTER THE NATIONAL ANTHEM), COMPLETE THE FOLLOWING.

1. After the Opening Town Meeting, cover at the **Business Window** if needed.
2. Give the **Request for Direct Deposit** forms and the second paychecks to the Customer Service Manager.
3. Give the requested **Promissory Notes** to the Attorney for signature when he/she comes for them. When the Attorney returns them, re-file them on the black inboxes on your desk.
4. Using your computer, **approve loans** by completing the following steps.



Click on **Loan Approval**.

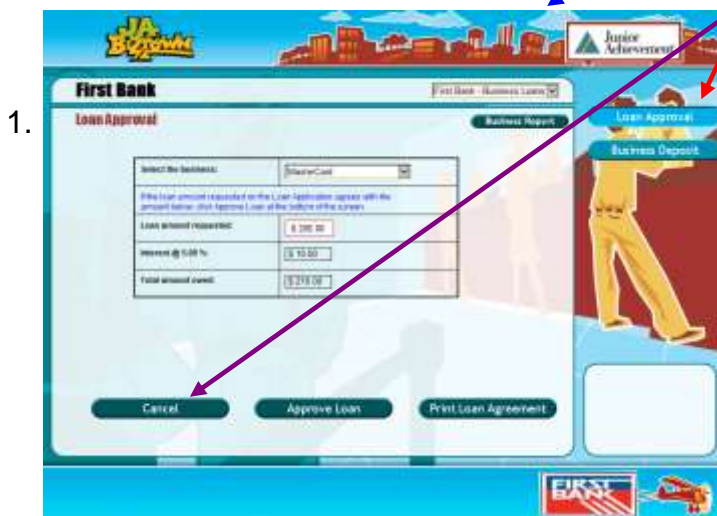
Select a business. (Only the businesses that have made loan requests will appear.)

The following screen will appear.

Click on the **Approve Loan** button.

Click on **Cancel**. (You will not cancel your work.) **Do NOT** click on the **Print Loan Agreement** button. You are **NOT** connected to a printer. You will return to the first screen.

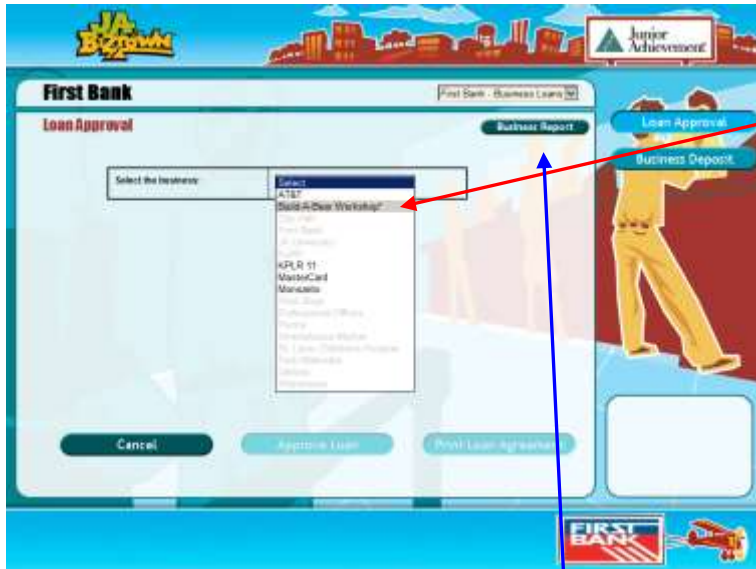
Select another business and repeat the process.





CHECKING YOUR LOAN APPROVALS

How do you know that you have approved all loans?



An asterisk (*) will appear after the business name if you have approved a loan!

If you don't see the asterisk, then you have **not** approved the loan.

OR You can click on [Business Report](#) and get the following screen.

Business	Loan Payoff Balance	Is Loan Approved?	Total Loan Payments	Loan Payoff Balance
ALST	\$100.00	No	\$0.00	\$100.00
Build-A-Clear Workshop	\$174.00	Yes	\$0.00	\$174.00
CDJHAI	\$0.00	No	\$0.00	\$0.00
First Bank	\$0.00	No	\$0.00	\$0.00
JALVWMSR	\$0.00	No	\$0.00	\$0.00
KJMR	\$0.00	No	\$0.00	\$0.00
KPLR TT	\$108.00	No	\$0.00	\$108.00
MANNCOE	\$270.00	No	\$0.00	\$270.00

If a business has applied for a loan **and** you have approved the loan, then you will see:

- an **amount** in the second column, **and**
- a **“Yes”** in the third column.



Be sure you approve all requested loans!



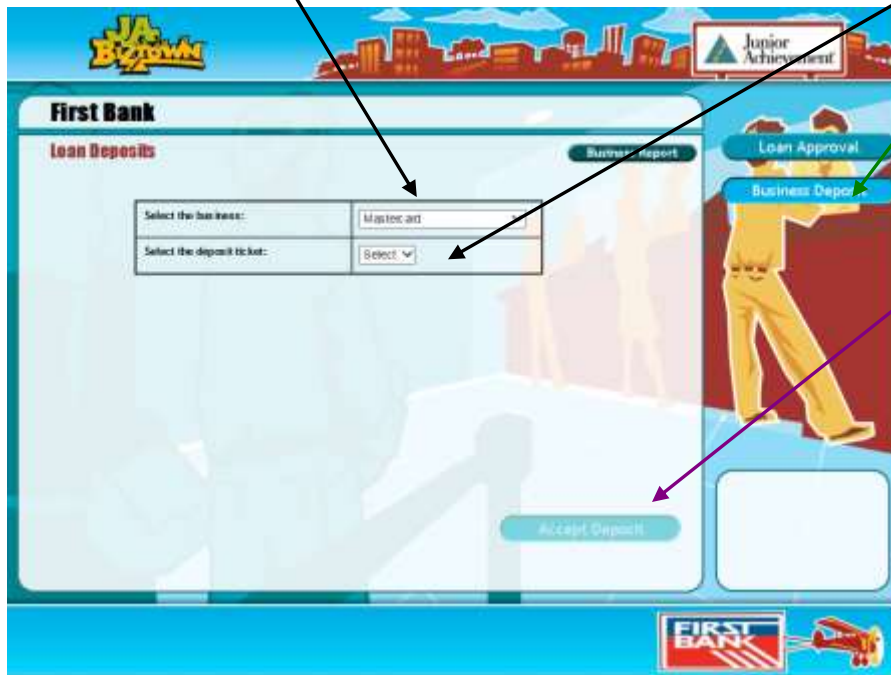
OTHER TASKS DURING THE DAY

1. Sign the **Rental Agreement** when the Realtor delivers it to your business.
2. Give the Attorney the **Case #1 Clue Envelope** when he/she comes to collect it.
3. Meet with the Utilities Customer Energy Specialist when he or she comes to talk with you about ways your business can conserve energy.
4. The United Way Executive Director will visit to pick up the **Philanthropy Pledge Sheet**. It can be found in your **JA BizPrep envelope**. Have it ready for him/her.

DURING THE SECOND SET OF WORK/BREAK ROTATIONS, COMPLETE THE FOLLOWING.

1. Businesses will bring **business deposits** to the **Business Window**. If the Customer Service Manager is on break, welcome the business representatives to First Bank. (They should bring a printed **deposit ticket** and **checks, cash, coupons, or debit card registers** in a First Bank bag to you.)
 - a. File the deposits in the desktop file holder on the Customer Service Manager's desk. There is a folder for each business. Accept deposits throughout the day.
 - b. If a business deposits cash, put the cash in the safe.
2. On the deposit ticket, below the words DEPOSIT TICKET, you will find the number of the deposit, such as No. 01. **You must officially accept this deposit on the computer.**
3. **Go to the next page** to see how to **approve business deposits**.

- Using the same computer screen as you used before for Loan Approvals, **click on Business Deposit** on the right side.
- Select the business making the deposit, then select the number of the deposit.



This screen shows that Mastercard is making a deposit.

Click on Accept Deposit.

You must click on the business's name again to approve any other deposits.



You must keep checking each business for new deposits!

- After you have accepted a deposit, it will no longer appear in the Select box. Return to each business name throughout the day to check for and approve new deposits.

- Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.
- At the end of the day during clean-up time, tell all employees to place used papers in the **blue** recycling bin in your business.

Go to next page



END OF DAY

- Any papers that are written on should be placed in recycle bin.
- Remove filed deposit tickets and place in recycle bin.
- Customer Service Manager and tellers should place all business deposits from files in the recycle bin.
- All employee manuals are placed in appropriate black bins.
- Pencils and scissors are in holders.
- All neck wallets are hanging on hooks.
- Any clothing worn from the business has been returned to its original location.
- Return all money to the safe.

Congratulations on a job well done!