


Utilities CEO

You are responsible for the smooth operation of the Utilities business. Each *JA BizTown* business will pay you to provide electric, water, and recycling and perform an energy audit. Be certain that all employees are familiar with their responsibilities and are courteous to customers.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Remain in your business until the Opening Town Meeting. Utilities needs everyone's help before it opens.
2. Keep your **JA Biz Prep** envelope in the black mesh holder on your desk. 
3. Give a copy of **Request for Direct Deposit of Net Pay** to all employees and tell them to complete it. Collect the forms when they are finished.
4. Locate the **blue** recycling container and place the container outside your business door.
5. Sign all checks prepared by the CFO.
6. Sign the **Electric Utility Applications** when the Customer Energy Specialist brings them to you. Help the Customer Energy Specialist if needed with the Applications.
7. Distribute the first paycheck to all employees.
8. 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.



DURING THE FIRST SET OF BREAKS (AFTER THE NATIONAL ANTHEM), COMPLETE THE FOLLOWING.

1. Following the National Anthem, take the **Loan Application**, the **Promissory Note**, the **Requests for Direct Deposit of Net Pay** and the **Second Period Payroll Checks** to the **Business Window** at First Bank in the bank bag on your desk.
2. **Print electric bills for businesses using the computer and instructions below.**
 - a. You will prepare bills for electric service to all businesses using your computer and the following instructions. Before you can print bills, you need the meter readings from the Customer Energy Specialist.

Select the business being billed. Bill only the businesses on your **CEO Utility Checklist**.

Select a sidebar message.

Enter Yesterday's Meter Reading from the **CEO Business Information** sheet on your desk.

Enter the meter reading for today provided by the Customer Energy Specialist on your **CEO Utility Bill Checklist**.

Click on **Calculate Bill** and then on **Print Bill**.

- b. Check off your work on the **CEO Utility Bill Checklist** on the desk clipboard.
- c. When you are done printing the electric invoices deliver them to each business. Remind them that you will be around later to pick up payments

OTHER TASKS DURING THE DAY

1. Sign the **Rental Contract** when the Realtor brings it to your business.
2. Give the Attorney the **Case #1 Clue** envelope when she/he comes to collect it.
3. 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 BREAKS, COMPLETE THE FOLLOWING

1. **Continue the Electric Billing** and delivery if you haven't finished.
2. Go around to each business and collect the electric payments from each CFO.
 - a. Be sure that the check you have received is for the Electric Bill and is signed by the CEO or CFO and is for the correct amount.
 - b. Mark an "X" in the "Invoice Paid" column of the CEO's Utility Bill Checklist.
 - c. Take the checks back to your business and give them to your CFO to deposit. If the CFO doesn't deposit the checks the business will not make a profit!

3. The CFO should print out an Accounting Report and prepare a Business Report at the end of the day. Make sure this is done. You will take the JA BizPrep envelope and Accounting Report back to school.

END OF DAY

Please check to see that your employees have completed the following tasks during clean-up time.

- Clean filters only in the rolling cart.
- CFO should remove all papers from file folders and place in the recycle bin.
- Any papers that are written on should be placed in recycle bin.
- All employee manuals are placed in appropriate black bins.
- Pencils and scissors are in holders.
- All neck wallets are emptied and hanging on hooks.
- Any clothing worn from the business has been returned to its original location.

Congratulations on a job well done!