

**Business: City Hall**

Dear Mayor:

We look forward to your visit to *JA BizTown*.

Complete all the pages in this packet before you come to *JA BizTown*.

You may divide the work among your business employees. The CFO should complete the Business Costs Sheet.

Please use the checklist below to assure that all paperwork and tasks are completed.

\_\_\_\_\_ The Business Costs Sheet has been completed and checked for accuracy.

\_\_\_\_\_ The Loan Application has been completed and is ready to be taken to the *JA BizTown* Bank.

\_\_\_\_\_ The Promissory Note has been completed and is ready to be taken to the *JA BizTown* Bank.

\_\_\_\_\_ The Radio Ad has been written clearly and legibly.

\_\_\_\_\_ The Philanthropy Pledge Sheet has been signed, indicating your business' pledge to support charitable giving.

Your signature at the bottom of this page indicates that your business team is ready for business! Thank you for handling this responsibility!

I look forward to seeing you soon,

*Joy Germeroth*, JA BizTown Program Manager  
Junior Achievement of Greater St. Louis, Inc.

Our business has prepared each item: \_\_\_\_\_  
Mayor's Signature

Student Name	Account #	Salary	Periods	Salary	Paid	
					1	2
Mayor _____	163	\$9.00	X 2 =	\$		
Town Treasurer _____	164	\$8.50	X 2 =	\$		
IRS Agent 1 _____	165	\$8.00	X 2 =	\$		
IRS Agent 2 _____	166	\$8.00	X 2 =	\$		
Art Center Executive Director 1 _____	167	\$8.00	X 2 =	\$		
Art Center Executive Director 2 _____	168	\$8.00	X 2 =	\$		
Election Commissioner 1 _____	169	\$8.00	X 2 =	\$		
Election Commissioner 2 _____	170	\$8.00	X 2 =	\$		
Mail Carrier 1 _____	171	\$8.00	X 2 =	\$		
Mail Carrier 2 _____	172	\$8.00	X 2 =	\$		
Security Specialist 1 _____	173	\$8.00	X 2 =	\$		
Security Specialist 2 _____	174	\$8.00	X 2 =	\$		
<b>Total of all Salaries</b>				<b>\$</b>		

**OPERATING COSTS**

			Paid	
Ameren	Electric	\$5.00		
Ameren	Recycling	\$4.00		
AT&T	Phone Service	\$5.00		
Deloitte	Accounting/Legal Fees	\$4.00		
KJAR Radio	Advertising	\$4.00		
KPLR 11	Advertising	\$4.00		
Professional Offices	Rent/Insurance	\$10.00		
Professional Offices	United Way Charitable Giving	\$1.00		
STL JA Wellness Center	Health Care	\$2.00		
Tech Mahindra	Web Page Maintenance	\$2.00		
Warehouse	Supplies	\$5.00		

Total Operating Costs     \$ \_\_\_\_\_

**Total Business Costs (Salaries plus Operating Costs)**

\$

**Loan Amount ↑**



**BUSINESS INFORMATION**

Business name: City Hall      Does your business provide a good or a service? \_\_\_\_\_

**EMPLOYEE INFORMATION** (See Business Costs Sheet for this information.)

Number of employees: \_\_\_\_\_

Total of all salaries:   \$ \_\_\_\_\_

**OPERATING COSTS INFORMATION** (See Business Costs Sheet for this information.)

Total Operating Costs:   \$ \_\_\_\_\_

**TOTAL AMOUNT REQUESTED**

(Add employee salaries and operating costs together.)   \$ \_\_\_\_\_

**TOTAL INTEREST AMOUNT**

(Multiply 5% times the Total Amount Requested.)   \$ \_\_\_\_\_

**TOTAL AMOUNT DUE**

(Total Amount Requested + Total Interest Amount)   \$ \_\_\_\_\_

*As a representative of the above named business, I agree to repay the **Total Amount Due**, which includes both the amount requested and interest. I certify that the above information is correct to the best of my knowledge.*

\_\_\_\_\_  
(Mayor Signature)

**TO BE COMPLETED AT JA BizTown**

Approved

Denied

\_\_\_\_\_

(Bank CEO's Signature)

Date \_\_\_\_\_

The undersigned promises to pay First Bank the sum of \$ \_\_\_\_\_  
(Total Amount Requested on Loan Application) plus interest at 5% per day on or before the close of  
business on \_\_\_\_\_.  
(visit date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will  
pay all of the bank's costs of collection, including reasonable attorney's fee.

By: \_\_\_\_\_

Mayor's Signature

\_\_\_\_\_

Business Name

Verified: (signed at *JA BizTown*)

\_\_\_\_\_

Attorney Signature

(The First Bank CEO will get the signature.)

**Business Name:** City Hall

On the lines provided below, create a radio commercial for your business. A 30-second commercial is about 110 words. Print it clearly so that your advertisement can be read by the Disc Jockey.

Time: 30 seconds

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Good citizens are people who accept their share of responsibility for making their community at *JA BizTown* a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at *JA BizTown*, student citizens have the opportunity to donate money to a worthy *JA BizTown* nonprofit organization.

**PHILANTHROPY PLEDGE**

\_\_\_\_\_  
(Business Name)

**MY EMPLOYEES ARE AWARE OF THE MISSION OF THE  
UNITED WAY OF GREATER ST. LOUIS AND ITS PURPOSES.  
WE PLEDGE OUR FINANCIAL SUPPORT AND VOLUNTEER EFFORTS.**

Mayor's Signature: \_\_\_\_\_

Employees' Signatures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Overview: City Hall provides Mayoral leadership for JA BizTown, as well as voting booths, tax collection, an art show, and security services.

<p style="text-align: center;"><b>MAYOR</b></p> <ol style="list-style-type: none"> <li>1. Prepares and gives speeches at Opening and Closing Town Meetings.</li> <li>2. Signs business payroll/expense checks.</li> <li>3. Distributes employee payroll checks.</li> <li>4. Distributes and collects direct deposit applications.</li> <li>5. Obtains bank loan.</li> <li>6. Signs Rental Agreement for business.</li> <li>7. Supervises employees and business operations.</li> <li>8. Conducts town surveys.</li> </ol>	<p style="text-align: center;"><b>TOWN TREASURER</b></p> <ol style="list-style-type: none"> <li>1. Inputs employee payroll information.</li> <li>2. Prints payroll and business expense checks.</li> <li>3. Keeps records of business expenses and income.</li> <li>4. Makes business deposits at Bank.</li> <li>5. Signs business checks if Mayor is not available.</li> <li>6. Prepares business profit/loss report and gives speech at the Closing Town Meeting.</li> </ol>
<p style="text-align: center;"><b>SECURITY SPECIALIST</b></p> <ol style="list-style-type: none"> <li>1. Prepares Opening Town Meeting speech.</li> <li>2. Ensures that workers remain in businesses during set-up.</li> <li>3. Organizes town meeting speakers.</li> <li>4. Monitors/reports infractions of JA BizTown rules.</li> <li>5. Presents safe-business award at Closing Town Meeting.</li> </ol>	<p style="text-align: center;"><b>IRS AGENT</b></p> <ol style="list-style-type: none"> <li>1. Completes all <i>JA BizTown</i> tax forms.</li> <li>2. Prepares and delivers business tax bills.</li> <li>3. Collects property/payroll taxes.</li> <li>5. Records payment of all taxes and forwards revenue to the Town Treasurer for deposit.</li> </ol>
<p style="text-align: center;"><b>ART CENTER EXECUTIVE DIRECTOR</b></p> <ol style="list-style-type: none"> <li>1. Prepares speech for Opening Town Meeting.</li> <li>2. Creates ad and sets up the art show.</li> <li>3. Welcomes visitors to the art show.</li> <li>4. Distributes one JA BizTown dollar to each visitor completing an art questionnaire.</li> <li>5. Prepares and gives on-air STEM TV interview.</li> </ol>	<p style="text-align: center;"><b>ELECTION COMMISSIONER</b></p> <ol style="list-style-type: none"> <li>1. Sets up the voting booths.</li> <li>2. Makes a board and flyers to advertise voting.</li> <li>3. Helps citizens vote.</li> <li>4. Reports on the outcome of voting at the Closing Town Meeting</li> </ol>
<p style="text-align: center;"><b>MAIL CARRIER</b></p> <ol style="list-style-type: none"> <li>1. Collects mail from central postal box.</li> <li>2. Sorts letters and “cancels” postage.</li> <li>3. Delivers processed mail to businesses and individuals in <i>JA BizTown</i>.</li> </ol>	

Each student deposit ticket should look like one of these according to salary level with date, signature, and account number. Students enter the **net pay** for their specific job. (Completed on page 64 of the Citizen Guide.) **Students take out \$2.00 in cash.** Calculate net deposit.

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			<b>8 82</b>
SUBTOTAL			<b>8 82</b>
LESS CASH RECEIVED			<b>2 00</b>
NET DEPOSIT \$			<b>6 82</b>
Acct.# _____			

**Attorney, CEO, CIO, CPA, LU President,  
Mayor, Realtor/Insurance Agent, United Way  
Executive Director**

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			<b>8 33</b>
SUBTOTAL			<b>8 33</b>
LESS CASH RECEIVED			<b>2 00</b>
NET DEPOSIT \$			<b>6 33</b>
Acct.# _____			

**CFO, Town Treasurer**

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			<b>7 84</b>
SUBTOTAL			<b>7 84</b>
LESS CASH RECEIVED			<b>2 00</b>
NET DEPOSIT \$			<b>5 84</b>
Acct.# _____			

**All Other Workers**

The check register should look like one of the following. Enter deposit ticket transaction.

**Attorney, CEO, CIO,  
CPA, LU President,  
Mayor,  
Realtor/Insurance  
Agent, United Way  
Executive Director**

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	<input checked="" type="checkbox"/>	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		<b>(net) deposit</b>				<b>6 82</b>		<b>+ 6 82</b>
								<b>6 82</b>

**CFO, Town  
Treasurer**

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	<input checked="" type="checkbox"/>	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		<b>(net) deposit</b>				<b>6 33</b>		<b>+ 6 33</b>
								<b>6 33</b>

**All Other  
Workers**

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	<input checked="" type="checkbox"/>	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		<b>(net) deposit</b>				<b>5 84</b>		<b>+ 5 84</b>
								<b>5 84</b>

**Mid-day Banking Meeting** - During the banking meeting, students will:

- Enter first break debit purchases.
- Write in LU higher education check deposit.
- Record second paycheck direct deposit transaction.
- Prepare \$1.50 check to First Bank in order to open savings accounts. Check entered into checkbook register.

