

Business: First Bank

Dear CEO:

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 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: _____
CEO Signature

Student Name	Account #	Salary	Periods	Salary	Paid	
					1	2
CEO _____	184	\$9.00	X 2 =	\$ _____		
CFO _____	185	\$8.50	X 2 =	\$ _____		
Personal Banker 1 _____	186	\$8.00	X 2 =	\$ _____		
Personal Banker 2 _____	187	\$8.00	X 2 =	\$ _____		
Personal Banker 3 _____	188	\$8.00	X 2 =	\$ _____		
Personal Banker 4 _____	189	\$8.00	X 2 =	\$ _____		
Personal Banker 5 _____	190	\$8.00	X 2 =	\$ _____		
Business Banking Officer 1 _____	191	\$8.00	X 2 =	\$ _____		
Business Banking Officer 2 _____	192	\$8.00	X 2 =	\$ _____		
Financial Advisor 1 _____	193	\$8.00	X 2 =	\$ _____		
Financial Advisor 2 _____	194	\$8.00	X 2 =	\$ _____		
Total of all Salaries				\$ _____		

OPERATING COSTS

			Paid
Ameren	Electric	\$5.00	
Ameren	Recycling	\$4.00	
AT&T	Phone Service	\$5.00	
City Hall	Property Taxes	\$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	

* Note: You will receive an invoice from the IRS for payroll taxes, which are not listed here.

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$ _____

Business Name: First Bank

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

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.**

CEO's Signature: _____

Employees' Signatures: _____



Business Overview: First Bank provides loans for each JA BizTown business, as well as providing personal checking and savings accounts for each JA BizTown citizen.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Prepares and gives speech at Opening Town Meeting. 2. Signs all business payroll and expense checks. 3. Distributes employee payroll checks. 4. Distributes and collects requests for direct deposit to employees. 5. Processes & approves all business Loan Applications. 6. Signs Rental Agreement for business space. 7. Approves business deposits. 8. Supervises employees and business operations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints payroll checks and business expense checks. 3. Keeps records of all business expenses and payments. 4. Signs business checks if CEO is not available. 5. Assists with other business duties when employees are on break, and if time is available.
<p style="text-align: center;">PERSONAL BANKER</p> <ol style="list-style-type: none"> 1. Greets customers as they open personal accounts. 2. Processes paychecks and accepts personal deposits. 3. Disburses maximum of \$2 cash per pay period to customers. 4. Records customer personal account transactions in computer. 5. Opens customer savings accounts 	<p style="text-align: center;">BUSINESS BANKING OFFICER</p> <ol style="list-style-type: none"> 1. Issues cash to Tellers and completes cash-out tickets as needed. 2. Accepts promissory notes and loan applications from businesses. 3. Files business checks and paperwork received from CEO. 4. Files personal checks and deposits by account number. 5. Accepts business deposits. 6. Accepts and files direct deposit applications.
<p style="text-align: center;">FINANCIAL ADVISOR</p> <ol style="list-style-type: none"> 1. Greet Customers as they open their stock portfolio. 2. Processes stock purchases. 3. Keeps track of stock purchases with opening and closing amounts. 4. Prepares and gives on-air STEM TV interview. 5. Reports on stock purchases at Closing Town Meeting. 	



First Bank



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			8 82
SUBTOTAL			8 82
LESS CASH RECEIVED			2 00
NET DEPOSIT \$			6 82

Acct.# _____

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

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

Acct.# _____

CFO, Town Treasurer

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			7 84
SUBTOTAL			7 84
LESS CASH RECEIVED			2 00
NET DEPOSIT \$			5 84

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 (-)	FEE (IF ANY)	DEPOSIT/CREDIT (+)	BALANCE
		(net) deposit			6 82	+ 6 82
						6 82

CFO, Town
Treasurer

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	FEE (IF ANY)	DEPOSIT/CREDIT (+)	BALANCE
		(net) deposit			6 33	+ 6 33
						6 33

All Other
Workers

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	FEE (IF ANY)	DEPOSIT/CREDIT (+)	BALANCE
		(net) deposit			5 84	+ 5 84
						5 84

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.

